

January 17, 1951

MEMORANDUM NO. 1275

Formulation and Evaluation of Comprehensive Agricultural Programs

The Department of Agriculture is presently engaged in planning comprehensive agricultural programs in the Columbia River Basin, in the Arkansas-White-Red region, and in the New England-New York region. In the latter two regions a number of Federal Departments and the several States involved are cooperating in planning a comprehensive program for the utilization and development of land, water, and associated resources. In going forward with this work of planning comprehensive agricultural programs a need has arisen for a statement of policy to guide the efforts of Department agencies and personnel in program formulation and evaluation. The policy established herein will be carried out within the framework of Departmental and agency responsibilities assigned in applicable Department Memoranda issued* or to be issued.

In planning comprehensive agricultural programs in major river basins and regions, the Department of Agriculture will aim to achieve maximum social and economic benefits to local communities, the Nation, and the region through the timely development, utilization, and conservation in a coordinated manner of the agricultural resources of such areas. Accomplishment of this objective will necessitate a careful weighing of purposes and of alternative means for achieving goals. Within the framework of this objective, the evaluation of effects should be made and expressed in the most effective manner using, where feasible and appropriate, quantitative descriptions of physical effects, monetary justification, explanatory statements of intangible values, or any combination of such terms. Evaluations of benefits and costs in monetary terms are required to be made for all measures and practices which are included in the comprehensive program for the specific and primary purpose of reducing floodwater and sediment damage and which it is anticipated will be financed under flood control legislation.

The Department will cooperate with other participating agencies in the application of mutually acceptable evaluation principles and procedures where formulation of river basin programs is a joint responsibility.

To the extent that any policies or procedures are in conflict with the foregoing, they are hereby amended insofar as application to the Department's comprehensive agricultural program planning is concerned.

C. J. McCormick
Acting Secretary

*Included are USDA Memoranda Nos. 1220, 1236, 1248, 1250, 1256, 1257, and 1261.

COMM

Dr. Baker
Stat. & Hist. Research

The enclosed material should be attached to Secretary's Memorandum 1275-S1.

This report was unanimously adopted for use by the Federal Inter-agency
River Basin Committee on September 27, 1951.

The enclosed material should be attached to Bureau file 100-351111.
This report was previously assigned for use by the Bureau in connection with the investigation of the activities of the Communist Party, U.S.A., in the United States.
Very truly yours,
Special Agent in Charge

FEDERAL INTER-AGENCY RIVER BASIN COMMITTEE
SUBCOMMITTEE ON BENEFITS AND COSTS

PRICE LEVELS*

August 28, 1951

Measurement standards for project evaluation should be based upon "real" costs and "real" benefits as reflected by the relative exchange values of the goods and services involved, and, in addition, should take account of variations in the abundance or scarcity of all goods and services as reflected in general price levels under various conditions of resource employment (use of labor, materials, and other productive resources).

The cost to society of the resources used for project and program construction and operation is measured primarily by the amount of other goods and services for which such resources could be exchanged at the time when they are to be used. Similarly, the value of benefits is measured primarily by the amount of goods and services for which the benefits could be exchanged at the time they become available. If the degree of resource employment remained constant, prices reflecting these relative exchange values would provide an adequate basis for project evaluation. Since this is not likely to be the case, it is also necessary to take account of the effects that various conditions or levels of resource employment have upon the price basis for project evaluation.

Variations in the degree of resource employment affect the values of the resources invested in a project. During periods of full employment, the resources required for investment in a project are scarce in the sense that the available supply of such resources is approaching full utilization. Conversely, resources are comparatively more abundant during periods when they are not fully employed. The general price level tends to fluctuate with the levels of resource employment and provides a practicable measure of the changes in the values attached to goods and services because of their relative abundance or scarcity under varying levels of resource employment. Fluctuations in the general price level provide, therefore, a means of measuring in monetary terms the difference between the relative abundance or scarcity of the resources invested in a project at the time of development and the relative abundance or scarcity of resources at the time benefits are realized.

The Subcommittee believes that the prices used in economic analysis should exclude effects resulting from changes in the average value of the dollar over a long term. The Subcommittee recognizes, for example, that a long term, continuing depreciation in the value of the dollar would have the effect of increasing the monetary value of the future benefits of a project. From the standpoint of society as a whole, any increase in the

*This statement is a revision, as of August 1951, of the statement on Price Levels on pages 16 to 21 of the printed report of the Subcommittee on Benefits and Costs, "Proposed Practices for Economic Analysis of River Basin Projects," dated May 1950.

monetary value of benefits attributable solely to such a depreciation in the value of the dollar does not constitute a real benefit in the form of goods and services produced, and should not be included in an economic analysis for ascertaining the justification of a project. Accordingly, a practical assumption with respect to price levels for use in project formulation and evaluation is that the general price level over the life of the project will fluctuate around a projected constant level.

A procedure for economic analysis of river basin developments in accordance with the foregoing principles involves using prices reasonably expected to prevail at the times costs are incurred and benefits realized, allowing for cyclical fluctuations but assuming no change in the average value of the dollar over the long-term. This requires determination or assumption of the expected time of development of the program or projects in a program and selection of appropriate price levels expected to prevail at the outset and during the life of the program. The prices prevailing at the time of an economic analysis can reasonably be assumed to be applicable to construction and installation costs expected to be incurred within a few years. Price projections will be necessary for all benefits and for all other costs, including indefinite or deferred construction and installations, operation, maintenance and replacements. These considerations suggest, therefore, the use of prices current at the time of the analysis for all construction or installation costs of projects or portions of programs expected to be placed under construction within a few years, say approximately five years, and the use of average long-term projected prices for benefits and all other costs. When benefits are expressed in terms of the cost of a justifiable alternative source of the benefits, the prices for the alternative costs should be the prices expected to prevail at the time the alternative costs would be incurred.

It is therefore recommended that, in the formulation and planning of programs and projects, appropriate assumptions as outlined above be made as to expected time of development and either current or average long-term prices applied. Analyses made on this basis can then be revised or brought up to date whenever warranted by significant changes in the conditions originally assumed.

In order to apply the recommended procedure, it is necessary to prepare, and from time to time to revise, the estimates of long-term projected prices that are to be used in the economic analyses of projects. It is recommended that the Subcommittee be authorized to establish a continuing Panel on Price Levels with the responsibility of recommending revisions in estimates of long-term projected prices whenever the future expectations indicate that a revision is necessary or when there has been significant change in the average value of the dollar. Until the appointment of such a Panel and the completion of its initial recommendations,

the Subcommittee on Benefits and Costs proposes as a uniform basis for project analysis the interim use of long-term prices set forth in Tables 1, 2 and 3, attached.

There are few available estimates of future economic conditions which are suitable for use in benefit-cost analysis. The type of approach needed is exemplified in a 1948 report of the Department of Agriculture, entitled "Long-Range Agricultural Policy." That report postulates three alternative levels of employment and for each a series of price, income, and other indicators of economic activity are projected. The projections have recently been revised by the Department of Agriculture. Using the general price level associated with the assumed high employment conditions in this revision, similar projections of nonagricultural prices have been made the Department of Commerce.

The Subcommittee considers that long-term projected prices based on the high level employment assumption represent the best available estimates of the average prices that may reasonably be expected to prevail (assuming no long-term change in the value of the dollar) over a period long enough to be applicable over extended periods of analysis. The Subcommittee proposes that the long-term price projections (Tables 1, 2 and 3) derived from these studies be used where applicable in project formulation and evaluation. These price projections are based on the assumption that unemployment will average about 6 percent of the labor force under expected future conditions; this, together with other economic indicators shown in Table 1, results in a general price level approximately 10 percent below 1949. These projections give a level of 215 (1910-14 equals 100) for prices received by farmers, 215 (1910-14 equals 100) for prices paid by farmers for production cost items including interest and taxes, and 191 (1939 equals 100) for the Department of Commerce index of prices of "total new construction."

The Subcommittee recognizes that adjustments or allowances may be necessary in using these prices for purposes other than project formulation and evaluation, for example in repayment analyses.

The relationship of projected to base period prices for products or groups of products shown in the tables may be used for computing price projections for similar items not included in the tabulations. The most recent period with reasonably stable prices should be used as the base for such projections.

The over-all national long-term projected prices may require adjustments to reflect area and regional conditions before being used in the economic analysis of a project. The specific local long-term

projected prices can usually be estimated by considering that they bear the same relationship to local prices during a base period as the national long-term projected prices bear to their average during the base period. This involves an assumption that the future differences between the local area and the nation as a whole will be the same as those prevailing during the base period. The base period used should be a recent period of several years in order to reduce the effect of abnormal relationships between area and national average prices for any single year. Special consideration should be given to the infrequent case where a shift from a deficit to a surplus production area occurs, or vice versa. Such a change would materially affect the relationship between area and national average prices.

Whenever the project production or requirements are expected to influence market prices significantly, the use of a price about midway between those expected with and without the project is recommended as justified to reflect the public values involved, as illustrated in evaluating navigation benefits from new traffic in Chapter IV of "Proposed Practices for Economic Analysis of River Basin Projects." However, the difficulty of making such estimates or adjustments will often necessitate treating such effects as intangibles.

Summary of Recommendations on Price Levels.--It is recommended that the long-term projected prices, as set forth in the attached tables, supplemented and adjusted as necessary, be used in evaluating all benefits of projects, as well as all costs of operation, maintenance, replacements and indefinite or deferred construction of projects. Prices current at the time of analysis should be used for estimating construction and installation costs of projects or portions of a program expected to be placed under construction within approximately five years after the economic analysis.

It is also recommended that the Subcommittee on Benefits and Costs be authorized to establish a continuing Panel on Price Levels with the responsibility of recommending revisions in the estimates of long-term projected prices whenever necessary.

Table 1.-Projections of employment, income and prices
under high employment assumption 1/

Series	Unit or base	Actual Averages		Long-term projection
		1949	1950	
Gross national product	Bil. dol.	255.6	279.8	300
Disposable income	do.	187.4	202.7	227
Disposable income per capita	Dol.	1,256	1,336	1,343
Population	Million	149.2	151.7	169
Labor force	do.	63.6	64.6	72
Employment	do.	60.2	61.5	68
Unemployment	do.	3.4	3.1	4
Consumer prices	1935-39 = 100	170	172	152
Prices received by farmers	1910-14 = 100	249	256	215
Prices paid, interest, taxes and wage rates	do.	250	255	215
Parity ratio		100	100	100

1/ Based on projected conditions beginning about 1960, assuming a gradual trend toward normal conditions and world peace over the next decade. Price indexes and ratios shown above and in Table 2, except perhaps for prices of forest products, might continue to average about the same levels from 1960 forward so long as population and agricultural production continue to increase at approximately the same rates and so long as world conditions remain relatively stable.

Furnished by the Bureau of Agricultural Economics, U.S.D.A. for the use of the Subcommittee on Benefits and Costs.

**Table 2.-Agricultural price projections under
high employment assumption**

Commodity or index	Unit or base	Actual averages		Long-term projection
		1949	1950	
Prices received	1910-14 = 100	249	256	215
<u>Livestock and products:</u>				
Beef cattle	100 lb.	\$19.90	\$23.10	\$17.25
Hogs	do.	18.30	18.20	16.25
Sheep	do.	9.45	11.40	8.60
Lambs	do.	22.70	24.80	19.00
Butterfat	Pound	.621	.618	.58
Milk, wholesale	100 lb.	3.99	3.92	3.85
Chickens	Pound	.257	.234	.26
Eggs	Dozen	.452	.362	.38
Wool	Pound	.495	.608	.44
<u>Crops:</u>				
Wheat	Bushel	1.92	1.97	1.50
Corn	do.	1.17	1.33	1.30
Oats	do.	.656	.755	.70
Barley	do.	1.03	1.12	1.05
Rye	do.	1.23	1.26	1.05
Rice	100 lb.	4.53	4.61	3.85
Cotton	Pound	.2910	.3336	.22
Cottonseed	Ton	47.60	62.50	62.00
Flaxseed	Bushel	4.22	3.44	2.85
Soybeans	do.	2.16	2.45	2.20
Peanuts	Pound	.1040	.1080	.07
Hay, baled	Ton	22.50	21.10	18.00
Potatoes	Bushel	1.56	1.17	1.00
Sweetpotatoes	do.	2.43	2.02	1.55
Apples	do.	2.38	2.16	1.75
Grapefruit ^{1/}	Box	1.32	1.42	.55
Oranges ^{1/}	do.	1.50	1.76	1.20
Tobacco: Flue-cured ^{2/}	Pound	.472	.547	.40
Burley ^{2/}	do.	.452	.489	.38
Prices paid, interest, taxes, and wage rates	1910-14 = 100	250	255	215
Wholesale price of lumber	1926 = 100	286	327	250

^{1/} Equivalent on-tree returns for all methods of sale.

^{2/} Season average price.

Furnished by the Bureau of Agricultural Economics, U.S.D.A. for the
use of the Subcommittee on Benefits and Costs.

Table 3.-Price projections for construction cost items under high employment assumption 1/

Commodity or index	Unit or base	Actual Averages		
		1949	1950	Long-term projection
Construction Cost Index:				
Composite Index <u>2/</u>	1939 = 100	219	234	191
E.N.R. Index <u>3/</u>	do.	202.5	217.5	180
Machinery prices	do.	164	170	148
Materials:				
Cement	do.	146	149	126
Steel <u>4/</u>	cents per lb.	4.2	4.4	3.7
Copper <u>5/</u>	do.	19	21	16
Aluminum <u>6/</u>	do.	8	10	10
Coal <u>7/</u>	\$ per sh. ton	8.63	8.70	9.00
Labor:				
Building trades <u>8/</u>	1939 = 100	170.8	177.8	160
Common <u>9/</u>	do.	212.3	224.0	184.5

1/ Furnished by the Office of Business Economics, Department of Commerce, for the Subcommittee on Benefits and Costs on the basis of the general price levels used for the agricultural price projections.

2/ This index includes a combination of wage and material costs. It reflects a combination of about 18 representative cost indexes weighted by the relative importance of the major classes of construction. It is an implicit index computed by dividing the total estimate of new construction activity in current prices by the total expressed in 1939 prices. Since the total in 1939 prices is obtained by adding the estimates for the separately deflated classes of construction, the composite index is the equivalent of a variably weighted index, reflecting changes not only in the component cost series, but also in the relative importance of the major classes of construction.

3/ Engineering News Record Construction Cost Index, adjusted so 1939 construction costs equal 100.

4/ Composite, finished.

5/ Electrolytic, NY, domestic.

6/ Scrap, castings, NY.

7/ Bituminous, mine run.

8/ Represents an index of union hourly wage rates in building trades based on U.S. Department of Labor; long-term projection based on trend of real wage rates, allowing for the impact of a lower consumer's price index from current levels.

9/ Engineering News Record Construction Wage Rate: Common Labor, adjusted so 1939 wage rate equals 100.

Date		Description		Amount	
1912	Jan 1	Balance		100.00	
1912	Jan 15	Received from [illegible]		50.00	
1912	Feb 1	Received from [illegible]		25.00	
1912	Mar 1	Received from [illegible]		75.00	
1912	Apr 1	Received from [illegible]		100.00	
1912	May 1	Received from [illegible]		150.00	
1912	Jun 1	Received from [illegible]		200.00	
1912	Jul 1	Received from [illegible]		250.00	
1912	Aug 1	Received from [illegible]		300.00	
1912	Sep 1	Received from [illegible]		350.00	
1912	Oct 1	Received from [illegible]		400.00	
1912	Nov 1	Received from [illegible]		450.00	
1912	Dec 1	Received from [illegible]		500.00	
1912	Dec 31	Total		2500.00	

The following is a list of the names of the persons who have been admitted to the University of Chicago since the year 1912. The names are arranged in alphabetical order of the last name. The first column gives the name of the person, the second column gives the year in which he or she was admitted, and the third column gives the name of the college or university from which he or she graduated.

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UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

September 28, 1951

MEMORANDUM NO. 1275, SUPPLEMENT 1

Prices for Use in Formulating and Evaluating Comprehensive
Agricultural and Flood Control Programs and Projects

1. The President's Water Resources Policy Commission has stressed the need for uniformity in the standards and methods for evaluating river basin programs and projects. The Federal Inter-Agency River Basin Committee, through its Subcommittee on Benefits and Costs, is developing proposed practices for economic analysis of such programs. The stated purpose of this effort is "for formulating mutually acceptable principles and procedures for determining benefits and costs of water resources projects." This Department has participated actively in this work.
2. The Department of Agriculture finds that, subject to certain additions and revisions recommended to the FIARBC,* the economic principles and practices set forth in the May 1950 report of the Subcommittee on Benefits and Costs, "Proposed practices for Economic Analysis of River Basin Projects," provide generally sound and applicable guides for use in economic analyses of programs and projects of this Department.
3. The Subcommittee on Benefits and Costs recently developed revised recommendations with respect to prices for use in formulating and evaluating river basin projects and programs. These recommendations are set forth in a Subcommittee report dated August 28, 1951, to the FIARBC.
4. In the interest of sound and uniform practices for formulating and evaluating river basin projects and programs the Department in the economic evaluation of flood control and comprehensive agricultural programs will apply the procedures and prices recommended by the FIARBC Subcommittee on Benefits and Costs in its August 28, 1951, report on price levels with the following exceptions:
 - a. Where reports have been transmitted, as of this date, for formal review by other Federal agencies, or
 - b. Where application of the revised price levels in the preparation of the report would entail considerable additional work and, in the judgment of the head of the agency in charge, the recommended program and its economic justification would not be materially affected. Each report submitted to the Office of the Secretary pursuant to this exception should include a statement explaining the price basis used in the economic evaluation of benefits and costs and the effect, if any, on the recommended program.

5. In order to effectuate the price level recommendations of the Subcommittee on Benefits and Costs in its August 28, 1951, report on price levels, (copy attached) the following procedures are hereby adopted for use pursuant to item 4 above:

a. In evaluating projects and programs, or portions thereof, whose installation is indefinite or deferred, the long-range projected prices recommended in the Subcommittee's report, supplemented for additional items and adjusted for specific areas, will be used for all benefits and all costs, including installation, operation, maintenance and replacement. The recommended long range price projections have been developed on the assumption of a continuing expanding economy and high level employment conditions. The resulting long range price indexes for major groups of items that enter into economic evaluations of river basin programs by this Department are as follows:

For prices received by farmers	215 (1910 - 14 = 100)
For prices paid by farmers	215 (1910 - 14 = 100)
For major construction - (Engineering News Record Construction Cost Index)	180 (1939 = 100)
For common labor	184.5 (1939 = 100)

These indexes and a number of price projections for specific commodities and groups of commodities are shown in tables 1, 2, and 3 of the attached report.

b. In evaluating projects and programs, or portions thereof, expected to be installed within five years after the economic analysis, prices current at the time of the analysis will be used for installation costs and the recommended long-range projected prices will be used in evaluating all other costs and all benefits.

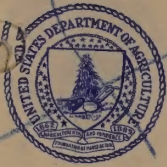
6. As heretofore, the assistance of the BAE will be available in developing procedures for using these price indexes, including their application in determining long range price projections for specific benefit and cost items nationally and in given regions and areas.

7. This memorandum pertains only to prices and procedures for use in formulating river basin projects and programs and not for other Department purposes and programs such as credit and reimbursement.

8. To the extent that any policies or procedures are in conflict with the foregoing, they are hereby amended.

Charles F. Brannan
Secretary

* These recommendations were set forth in a statement presented at the September 1950 FIARBC meeting, "Position of the USDA with Respect to FIARBC Report, 'Proposed Practices for Economic Analysis of River Basin Projects.'"



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

January 29, 1951

MEMORANDUM NO. 1276

center
Cooperation in Establishment of Field Offices for
Price Control and Wage Stabilization Program

← The Economic Stabilization Agency is establishing immediately regional and area offices in ~~fifty-five~~ ^{2 offices} locations throughout the country. These offices will be used in carrying out the price control and wage stabilization programs. In order that the program will not be impeded through lack of staff and facilities the President has requested that Departments and agencies of Government, having offices located in or adjacent to cities in which ESA offices will be located, cooperate in every way possible through temporary loan of personnel or equipment.

← Representatives of ESA offices at these locations have been informed of the location and facilities of other federal agencies in their respective areas, and have been directed to make local contact with other federal agencies. It is therefore requested that bureau and agency heads notify representatives in charge of activities, in the areas involved, that they may be approached locally and asked to provide personnel or other assistance to ESA. Bureaus and agencies of the Department having offices in the areas involved have been furnished with a list of the cities in which ESA will operate.

← I am anxious that agencies of the Department of Agriculture provide appropriate assistance to the Economic Stabilization Agency, and make available staff and whatever equipment may be necessary on a temporary basis, even though to do so may mean some sacrifices in connection with our own work.

Charles F. Brannan
Secretary

COOPERATION

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

January 22, 1931

Memorandum for
Cooperation in Establishment of Field Offices for
Pests Control and Rangeland Improvement

The Economic Stabilization Agency is establishing field offices in various areas of the country. These offices will be located in carrying out the pest control and rangeland improvement program. In order that the program will not be impeded through lack of staff and facilities the President has requested that Department and agencies of Government, having offices located in or adjacent to areas in which EISA offices will be located, cooperate in every way possible through temporary loan of personnel or equipment.

Representatives of EISA offices at these locations have been informed of the location and facilities of other Federal agencies in their respective areas, and have been directed to make local contact with other Federal agencies. It is therefore requested that between and agency heads notify representatives in charge of activities in the areas involved, that they may be approached locally and asked to provide personnel or other assistance to EISA. Bureau and agencies of the Department having offices in the areas involved have been furnished with a list of the offices in which EISA will operate.

I am anxious that agencies of the Department of Agriculture provide appropriate assistance to the Economic Stabilization Agency, and make available staff and whatever equipment may be necessary on a temporary basis, even though to do so may mean some sacrifices in connection with our own work.

Secretary



UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

February 2, 1951

MEMORANDUM NO. 1277

USDA Civil Defense Program

To carry out the purposes of Public Law 920, 81st Congress, known as the "Federal Civil Defense Act of 1950," as it pertains to the responsibilities of this Department, and pursuant to the assignment of responsibility for general administrative matters to the Assistant Secretary, I am now requesting the Assistant Secretary to develop appropriate plans and to generally direct the civil defense programs of the Department.

Charles F. Brannen
Secretary

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

February 2, 1951

MEMORANDUM NO. 111

USDA Civil Defense Program

To carry out the purposes of Public Law 950, also known as the "Federal Civil Defense Act of 1950," as it pertains to the responsibilities of this Department, and pursuant to the assignment of responsibility for general administrative matters to the Assistant Secretary, I am now requesting the Assistant Secretary to develop appropriate plans and to generally direct the civil defense program of the Department.

Charles W. Thompson
Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

MEMORANDUM NO. 1278

February 15, 1951

Coordination of the Department's Agricultural
Resources Conservation Services

To increase administrative effectiveness and economy, and accelerate the rate of accomplishment of the Department's conservation program; to maintain the productive capacity of the Nation's land resources at a level equal to the demands of the national security, the rate of population growth, and a continued rise in American standards of living; to provide an appropriate standard for all the Department's soil conservation activities; to utilize to best advantage the great variety of agricultural sciences available in this field; and to provide the unified and coordinated leadership, service and action needed to meet to the fullest possible extent Department of Agriculture responsibilities regarding soil, water, range, and forest conservation, the following policies, objectives and administrative assignments are hereby established and affected:

I. BASIC SOIL CONSERVATION OBJECTIVE

The basic physical objective of soil conservation activities by Department agencies shall be the use of each acre of agricultural land within its capabilities and the treatment of each acre of agricultural land in accordance with its needs for protection and improvement.

II. AGRICULTURAL RESOURCES CONSERVATION SERVICES

A. Consolidation of County and State Offices

1. In accordance with the objective of the Department to headquarter all USDA personnel having county responsibilities in a single office, county office personnel of the Soil Conservation Service and of the Production and Marketing Administration shall be moved into the same county offices as soon as such physical consolidation can be efficiently accomplished. It shall be the policy of the Department to invite county agents or representatives of State agricultural agencies to locate in such single county offices wherever possible.
2. The headquarters of all USDA personnel with State-wide responsibilities shall be consolidated in a single State office. State office personnel of the Soil Conservation Service and of the Production and Marketing Administration shall be moved into the same State office as soon as such physical consolidation can be efficiently accomplished.

B. National Authorities and Responsibilities

1. The agricultural resources conservation services of the USDA shall be under the supervision and direction of the Assistant Secretary designated for this activity. This includes supervision and direction of the Forest Service and the Soil Conservation Service, the agricultural

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B. National Authorities and Responsibilities

1. The agricultural resources conservation services of the USDA shall be under the supervision and direction of the Assistant Secretary designated for this activity. This includes supervision and direction of the Forest Service and the Soil Conservation Service, the agricultural

conservation program of Production and Marketing Administration, and the activities listed below in whatever agency of the Department they may be located. In carrying out his responsibilities the Assistant Secretary shall utilize as his principal advisers, the heads of the agencies authorized to engage in conservation activities.

2. The activities assigned to the supervision and direction of the Assistant Secretary shall, among others, include:
 - a. The development of Departmental policy with respect to agricultural resources conservation;
 - b. conservation, utilization, and management of forest, range, soil and water resources including watershed management, irrigation, drainage, and disposal of water, flood control, and river basin investigations;
 - c. the acquisition, management, and disposition of lands under the jurisdiction of the Department;
 - d. representing the Department on governmental, quasi-governmental, or private boards, committees, commissions, or other bodies relating to these responsibilities;
 - e. encouraging the creation and development of Soil Conservation districts;
 - f. executing on behalf of the Secretary, Departmental Memoranda of Understanding with Boards of Supervisors organized under Soil Conservation District laws and with State soil conservation committees, or with other State or local agencies covering activities related to the work assigned to him.
3. The Assistant Secretary is authorized and directed to initiate immediately and to maintain a continuous survey of the agricultural resources activities of the Department and to determine with the Secretary such action, including transfers of functions, as may be necessary and appropriate to insure integration, effectiveness, and economy of the functions assigned to him.
4. The Assistant Secretary is hereby empowered to delegate the authority assigned to him to persons or agencies under his supervision and to authorize redelegation.
5. The land and water resources staff of the Office of the Secretary is hereby assigned to the immediate direction and control of the Assistant Secretary designated for agricultural resources conservation services.

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5. The land and water resources staff of the Office of the Secretary is hereby assigned to the immediate direction and control of the Assistant Secretary designated for agricultural resources conservation services.

6. Under the direction of the Assistant Secretary, the Soil Conservation Service, the Forest Service and the Production and Marketing Administration will jointly determine the soil conservation practices to be included in the Agricultural Conservation Program, and rates of payment for soil conservation practices, by meetings and consultations at the national, State, and county levels. All agencies shall be guided by the Department's basic soil conservation objective.

C. Statewide duties and responsibilities

1. The PMA State Committee, the State Conservationist of the Soil Conservation Service and the Forest Service official having jurisdiction of farm forestry in the State shall jointly formulate and determine the soil conservation policies and programs for guidance and direction of the Soil Conservation Service, Production and Marketing Administration and Forest Service personnel and operations within the State by means of conference or other means to be initiated by the Chairman of the State PMA Committee. The President of the Land-Grant College within the State shall be invited to designate members of his staff to participate also. The State Director of Farmers Home Administration shall also be invited.
2. The State PMA Committee shall continue to administer the agricultural conservation program and to carry out such other duties as are now or may be hereafter assigned to it.
3. The State Conservationist of the Soil Conservation Service shall be responsible for all technical phases of the permanent type of soil conservation work, except forestry, undertaken by the Soil Conservation Service and the Production and Marketing Administration within a State, and shall carry out his duties and responsibilities under the direction of the Chief of the Soil Conservation Service but shall coordinate and integrate the performance of his work with the PMA State Committee.
4. The Forest Service official having jurisdiction of the forestry programs within the State shall be responsible to the Chief of the Forest Service, but shall integrate and coordinate his work wherever possible with the programs to be formulated pursuant to sub-paragraph C-1 above.
5. The PMA State Committee and the State Conservationist of the Soil Conservation Service shall jointly encourage the creation and development of Soil Conservation Districts.

D. County-Wide Duties and Responsibilities

1. Within the Statewide programs formulated by officers of the Department of Agriculture and others as provided for in paragraph "C" above, the PMA County Committee and the local technicians of the Soil Conservation Service shall, working with the governing body of the Soil Conservation District, jointly formulate and determine the soil conservation policies and programs by conferences or other means to be initiated by the Chairman of the County PMA Committee. The County Agent for the county and the

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County Supervisor of Farmers Home Administration shall be invited to participate in these deliberations. If no District or Districts exist within the County, the PMA County Committee shall arrange for participation by the Soil Conservation technician assigned to the County.

2. The PMA County Committee shall carry out the duties now assigned to it, including the agricultural conservation program, and such other duties as may hereafter be assigned to it; but, where agricultural conservation program funds are obligated for the performance of permanent type improvements, the PMA County Committee shall secure the recommendations of the local Soil Conservation Service technician assigned to the Soil Conservation District as to the proper performance of such work.
3. Technical phases of the permanent type soil conservation work on the lands within a county shall be under the direction of the Soil Conservation Service technician assigned to that county, who shall receive program guidance from the PMA County Committee in consultation and cooperation with the governing body of the Soil Conservation District.

E. Coordination of Forestry Activities

All forestry activities of the Department shall be under the direction and control of the Forest Service. To this end the following additional specific assignments are made to the Forest Service:

1. To the extent possible under present law or future amendments thereof, the forestry activities of the Soil Conservation Service are hereby placed under the direction and control of the Forest Service. The Forest Service, cooperating with State forestry agencies, will be responsible for producing and distributing forest tree planting stock, developing plans for farm forestry and shelterbelts, and assisting landowners in carrying them out. For farms of soil conservation district cooperators, the Soil Conservation Service will continue to recommend, as a part of its farm conservation planning, the land to remain in trees, the existing wooded areas to be converted to other uses, and where new woodland areas should be established by planting.
2. The Forest Service and the Production and Marketing Administration will jointly determine the forestry practices to be included in the Agricultural Conservation Program, and rates of payment for forestry practices. The Forest Service will develop the standards of forestry practice and will be responsible, working through PMA State and County Committees, for determining compliance in application of these standards. Nothing in this paragraph shall be construed to alter the existing arrangement whereby the Forest Service administers the naval stores program by delegation from the Production and Marketing Administration.

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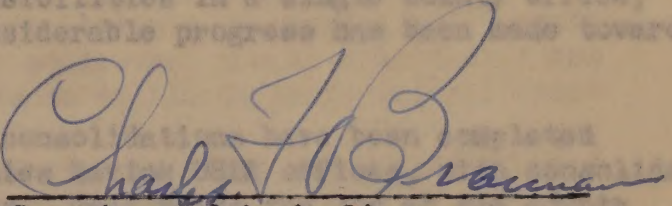
III. GENERAL PROVISIONS

- A. All previous memoranda or orders, or parts thereof, which are inconsistent with the provisions of this Memorandum are superseded; however, regulations, procedures, delegations of authority, and similar instruments heretofore issued with respect to functions included in this Memorandum shall continue in full force and effect unless and until withdrawn or superseded pursuant to the authority provided in this Memorandum.

- B. The provisions of this Memorandum shall become effective immediately.

In accordance with the objective of the Department to headquarter all USDA personnel having county responsibilities in a single county office, as outlined in Memorandum No. 1278, considerable progress has been made toward such State and county consolidations.

Latest available reports indicate that consolidation has been completed to date in 1,243 out of the 3,005 counties. Consolidation has not yet been completed in 1,762 counties. The county level is only 41 percent completed.


Secretary of Agriculture

On the State level, locations have been determined and authorizations for consolidation have been given in 31 States. Offices of three additional States were consolidated prior to February 15. Of the group authorized to consolidate, seven have actually done so, space plans have been developed for an additional 14, and at least four of that group are now expected to consolidate very shortly, the remainder just as rapidly as necessary details can be worked out. Space plans are yet to be developed for two more States in which consolidation has been authorized. Studies are in progress toward expediting authorization for consolidation in the remaining States.

There has been a high degree of cooperation between agencies in achieving the consolidations to date. Considerable further progress can be achieved in the next few months if that cooperation is continued, and an aggressive effort is made to keep all of your agency personnel aware of the Department's objective, and the urgency to accomplish it as rapidly as possible. We recognize that many problems must be overcome in such consolidations, and that personnel inconveniences may sometimes arise. It is therefore imperative that a willingness to cooperate be developed at the county, State, and regional levels as well as at the national level.

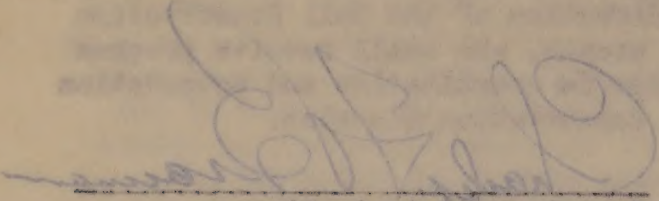
Emphasis to date has been placed upon consolidation of offices of the Production and Marketing Administration, the Soil Conservation Service, and the Farmers Home Administration. However, your attention is directed again to the objective of the Department as stated in sections II-1-1 and II-2-4 of Memorandum No. 1278. Wherever possible, it is our policy and intention to include all agricultural agencies in the consolidation plans now being made.

The question of changes in rent levels has arisen in some instances during the consolidation effort. It must be emphasized that possible savings in rent, as much as that objective is always desired, is far from the only

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Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

October 3, 1951

MEMORANDUM TO HEADS OF AGENCIES

Progress on Consolidations under Memorandum No. 1278

In accordance with the objective of the Department to headquarter all USDA personnel having Statewide responsibilities in a single State office, and all USDA personnel having county responsibilities in a single county office, as outlined in Memorandum No. 1278, considerable progress has been made toward such State and county consolidations.

Latest available reports indicate that consolidations have been completed to date in 1,243 out of the 3,005 counties having USDA offices, with consolidation not yet completed in 1,762 counties. That means the job at the county level is only 41 percent completed.

On the State level, locations have been determined and authorizations for consolidation have been given in 31 States. Offices of three additional States were consolidated prior to February 15. Of the group authorized to consolidate, seven have actually done so, space plans have been developed for an additional 14, and at least four of that group are now expected to consolidate very shortly, the remainder just as rapidly as leasing details can be worked out. Space plans are yet to be developed for ten more States in which consolidation has been authorized. Studies are in progress toward expediting authorization for consolidation in the remaining States.

There has been a high degree of cooperation between agencies in achieving the consolidations to date. Considerable further progress can be achieved in the next few months if that cooperation is continued, and an aggressive effort is made to keep all of your agency personnel aware of the Department's objective, and the urgency to accomplish it as rapidly as possible. We recognize that many problems must be overcome in such consolidations, and that personnel inconveniences may sometimes arise. It is therefore imperative that a willingness to cooperate be developed at the county, State, and regional levels as well as at the national level.

Emphasis to date has been placed upon consolidation of offices of the Production and Marketing Administration, the Soil Conservation Service, and the Farmers Home Administration. However, your attention is directed again to the objective of the Department as stated in sections II-A-1 and II-A-2 of Memorandum No. 1278. Wherever possible, it is our policy and intention to include all agricultural agencies in the consolidation plans now being made.

The question of changes in rent levels has arisen in some instances during the consolidation effort. It must be emphasized that possible savings in rent, as much as that objective is always desired, is far from the only

economy or the principal economy anticipated under the consolidation. In some instances it has been found necessary for an agency to move from free space to rented space to effect the consolidation. In such instances the benefits to accrue must be looked at from the long-range viewpoint of operating efficiency and economy, rather than just the immediate viewpoint of additional rent cost. We are already beginning to note management improvements in connection with the consolidated housing program, and the opportunities for working out joint services for both economy and improvement of our operations appear extensive. Better service to agriculture from the funds available must be our end objective, and consolidation of our operations is a definite step in that direction.

By consolidation, we mean more than agencies just living adjacent to each other. Our purpose of physical consolidation is to permit coordination and integration of our operations to the greatest extent possible, and all consolidation plans should be considered with that objective in mind.

Responsibility for reaching agreement on the consolidations rests with the agencies themselves. While guidance of Agricultural Mobilization Committees and all interested groups at the local and State levels is welcome and desirable, final authority for consolidation at the county level rests with State heads of the agencies concerned, and final authority for consolidation at the State level rests with national heads of the agencies concerned. All consolidations at the State level authorized to date have been by unanimous agreement of the national heads of the agencies concerned, with concurrence of the Under Secretary to whom I have delegated responsibility for carrying out all the objectives of Memorandum No. 1278.

Your cooperation is requested in making these consolidation policies clear to all of your personnel, here and in the field, who may become concerned with arrangements for consolidation.

Charles F. Brannan

Secretary



DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

February 25, 1953

Coordination of Agricultural Research Service

MEMORANDUM NO. 1278, SUPPLEMENT No. 1

Suspension of Consolidation of County and State Offices

Since it appears that the consolidation of offices in certain areas with higher rental costs may tend to increase, rather than decrease, total expenses and since consolidations of offices may tend to interfere with the efforts to bring about decentralization of Departmental functions, any work on the further consolidation of county and state offices, as provided in paragraph II-A of Secretary's Memorandum No. 1278, and any supplementing instructions, shall be suspended.

In the case of any state or county office where it appears that due to commitments already made such suspension cannot be made effective, the matter should be immediately brought to the attention of the Assistant Secretary.

Secretary

DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.



February 9, 1923

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Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C.

February 15, 1951

ment and for all cooperative economic research agencies and efforts.

MEMORANDUM NO. 1279

Coordination of Agricultural Research Services

General Provisions

In order that the Department may increase its capacity to identify appropriate problems for research; provide for the fullest utilization of the results of research; and, through its research, statistical, and other related services, may contribute most to agricultural and the national welfare, the following administrative assignments are hereby effected:

A. Authority and Responsibilities of the Assistant Secretary

1. The agricultural research and statistical services and related activities of the Department shall be under the general supervision and direction of the Assistant Secretary designated for this activity.
2. The Assistant Secretary is authorized and directed to initiate immediately and to maintain a continuous survey of the agricultural research activities of the Department and to determine with the Secretary such actions, including transfers of functions, as may be necessary and appropriate to insure integration, effectiveness, and economy of the functions assigned to him.

B. Authority and Responsibility of the Administrator of the Agricultural Research Administration

1. The Administrator of the Agricultural Research Administration shall be responsible for all agricultural research, other than economic, within the Department and of all cooperative relationships of the Department concerned with such agricultural research.
2. The Administrator of the Agricultural Research Administration shall also direct and administer, through such officers of the Department as he shall designate, the Office of Experiment Stations and Department activities concerned with carrying out the provisions of the Research and Marketing Act of 1946.
3. The Administrator of the Agricultural Research Administration shall also direct and administer, through such officers of the Department as he shall designate, the work of the Agricultural Research Administration, including the Bureau of Dairy Industry; the Bureau of Animal Industry; the Bureau of Plant Industry, Soils, and Agricultural Engineering; the Bureau of Entomology and Plant Quarantine; the Bureau of Agricultural and Industrial Chemistry; the Bureau of Human Nutrition and Home Economics and the Agricultural Research Center.

Authority and Responsibility of the Chief, Bureau of Agricultural Economics

The Chief of the Bureau of Agricultural Economics shall be responsible for all economic research and statistical activities carried on by the Depart-

February 15, 1951

MEMORANDUM NO. 1279

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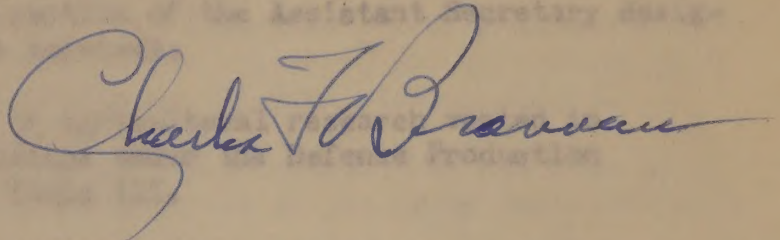
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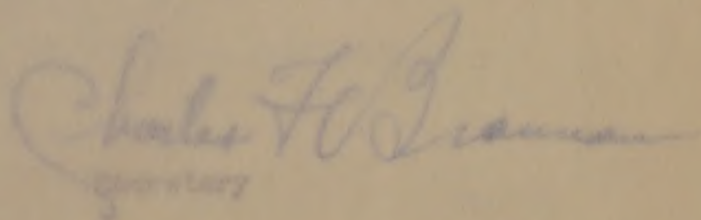
ment and for all cooperative relationships of the Department with other economic research agencies and efforts.

General Provisions

- A. All previous memoranda or orders, or parts thereof, which are inconsistent with the provisions of this Memorandum are superseded; however, regulations, procedures, delegations of authority, and similar instruments heretofore issued with respect to functions included in this Memorandum shall continue in full force and effect unless and until withdrawn or superseded pursuant to the authority provided in this Memorandum.
- B. The provisions of this Memorandum shall become effective immediately.



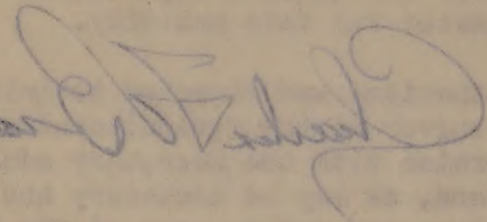
Secretary


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Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

May 15, 1951

MEMORANDUM NO. 1279, SUPPLEMENT 1

Delegating Responsibilities to the Agricultural Research
Administrator and the Chief of the Bureau of Agricultural
Economics

In order to clarify the responsibilities of the Agricultural Research Administrator and the Chief of the Bureau of Agricultural Economics under Secretary's Memorandum No. 1279, and more specifically to define their relationship to activities of the Department under the Defense Production Act and other aspects of the nation's defense mobilization program, the following functions and responsibilities are hereby delegated to those officials, under the general direction of the Assistant Secretary designated for agricultural research services:

1. The functions relating to agricultural research vested in the Secretary of Agriculture under the Defense Production Act of 1950, including Title III.
2. With respect to agricultural research, maintenance of liaison and coordination with, and advice to, other governmental agencies having responsibilities under the Defense Production Act of 1950 (except Title VI) or concerned with other phases of the nation's defense production program.
3. Responsibility for making provision for the performance by the Department of work in the field of agricultural research requested by other agencies of Government or otherwise assigned to the Department.

The term "agricultural research" as used herein means activities co-extensive with the responsibilities assigned to the Agricultural Research Administrator and the Chief of the Bureau of Agricultural Economics by Memorandum No. 1279. In carrying out these delegations, the Agricultural Research Administrator will be concerned with matters relating to agricultural research other than economic and the Chief of the Bureau of Agricultural Economics with matters relating to economic research and statistical activities.

This Memorandum shall not be construed to restrict the authority provided by Memorandum No. 1279.

Charles F. Brannan
Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



MEMORANDUM FOR THE SECRETARY

Delegation of Responsibilities to the Agricultural Research
Administration and Extension Service

In order to clarify the responsibilities of the Agricultural Research Administration, Division of the Bureau of Agricultural Economics, under Executive Order No. 12179, and the Extension Service, Division of the Bureau of Agricultural Extension, under Executive Order No. 12179, the following delegation of responsibilities is being made to the Extension Service and the Agricultural Research Administration:

1. The Extension Service, under the Bureau of Agricultural Extension, shall be responsible for the dissemination of information and the conduct of research in the field of agricultural extension.
2. With respect to agricultural research, maintenance of liaison and coordination with, and advice to, other government agencies having responsibilities under the Extension Act of 1950 (except Title VI) or concerned with other phases of the nation's defense production program.
3. Responsibility for making provision for the performance of the research of work in the field of agricultural research requested by other agencies of government or other persons assigned to the Department.

The term "agricultural research" as used herein means activities so extensive with the responsibilities assigned to the Agricultural Research Administration and the Division of Agricultural Economics by Executive Order No. 12179. In carrying out these responsibilities, the Agricultural Research Administration will be concerned with matters relating to agricultural research other than economic and the field of the Bureau of Agricultural Economics which matters relating to economic research and statistical activities.

This memorandum shall not be construed to restrict the authority provided by Executive Order No. 12179.

Charles F. Brannan
Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE

Office of the Secretary

Washington 25, D. C.

The Secretary shall be Chairman. The Under Secretary shall act as chairman in the absence of the Secretary; and the Assistant Secretary shall act as chairman in the absence of the Secretary and

February 16, 1951

Until otherwise determined MEMORANDUM NO. 1280 shall meet in the Office of the Secretary at 3 o'clock p.m. on Tuesday of each week and at such other

Reorientation of Department Agencies for Agricultural Mobilization Purposes

2. There is hereby created an Agricultural Mobilization Policy Board to be composed of the membership of the advisory committee created pursuant

As the defense mobilization objectives of this Government place greater demands and obligations upon all phases of our economy and in particular upon our food and fiber producing resources, it becomes essential to provide for the gearing of the knowledge, experience, facilities and other capacities of the Department of Agriculture to the mobilization job and to redirect our policies and programs to assure maximum contribution in the most efficient and least costly manner to that task. All of the agencies and facilities of the Department can and must make a contribution to the mobilization effort. Some of the agencies will be more directly, immediately and intensively concerned with mobilization problems than others but each must henceforth give its fullest effort and priority attention to the mobilization effort.

Therefore, until further notice, there is hereby established and created of and from the administrative bureaus and agencies of the Department and their personnel, the following:

NATIONAL

1. There is hereby created the National Agricultural Mobilization Committee to be composed of the following officials of this Department:

The Chairman of the FMA State Committee shall act as Chairman of the State Agricultural Mobilization Committee, shall call meetings thereof, and report upon its operations

The Secretary of Agriculture
The Under Secretary of Agriculture
The Assistant Secretary of Agriculture
Administrator, Agricultural Research Administration
Administrator, Commodity Exchange Authority
Director, Extension Service
Governor, Farm Credit Administration
Administrator, Farmers Home Administration
Manager, Federal Crop Insurance Corporation
Chief, Forest Service
Administrator, Production and Marketing Administration
Administrator, Rural Electrification Administration
Chief, Soil Conservation Service
Chief, Bureau of Agricultural Economics
Director, Office of Foreign Agricultural Relations
Solicitor

The membership agency or bureau of the Department of Agriculture having county-wide jurisdiction for that County and the members of the County FMA Committee. The County Agent and a representative of the vocational agricultural educational teachers in the County shall be invited by the Chairman of the Committee to become members of the Committee.

February 16, 1951

MEMORANDUM NO. 1280

Reorientation of Department Agencies for Agricultural
Mobilization Purposes

As the defense mobilization objectives of this Government place greater demands and obligations upon all phases of our economy and in particular upon our food and fiber producing resources, it becomes essential to provide for the gearing of the knowledge, experience, facilities and other capacities of the Department of Agriculture to the mobilization job and to redirect our policies and programs to assure maximum contribution in the most efficient and least costly manner to that task. All of the agencies and facilities of the Department can and must make a contribution to the mobilization effort. Some of the agencies will be more directly, immediately and intensively concerned with mobilization problems than others but each must henceforth give its fullest effort and priority attention to the mobilization effort.

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The Secretary of Agriculture
The Under Secretary of Agriculture
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Chief, Forest Service
Administrator, Production and Marketing Administration
Administrator, Rural Electrification Administration
Chief, Soil Conservation Service
Chief, Bureau of Agricultural Economics
Director, Office of Foreign Agricultural Relations
Solicitor

The Secretary shall be chairman. The Under Secretary shall act as chairman in the absence of the Secretary; and the Assistant Secretary shall act as chairman in the absence of the Secretary and Under Secretary.

Until otherwise determined, such committee shall meet in the Office of the Secretary at 3 o'clock p.m. on Tuesday of each week and at such other times as the Secretary may from time to time direct.

2. There is hereby created an Agricultural Mobilization Policy Board to be composed of the membership of the advisory committee created pursuant to Section 301 of the Research and Marketing Act of 1946 and the advisory committee authorized by Section 9 (b) of the Commodity Credit Corporation Charter Act. The Director of Defense Mobilization, the Administrator of Economic Stabilization, and the Director of Price Stabilization shall be invited by the Chairman to become members of the Agricultural Mobilization Policy Board. Such Board shall meet from time to time, at the request of the Secretary, to advise concerning mobilization policies and operations.

STATE

There is hereby created in every State and Territory a State Agricultural Mobilization Committee. The membership of the Committee shall consist of the chief official having state-wide jurisdiction for each agency or bureau of the Department of Agriculture, the chief official of the Department having greater than state-wide jurisdiction whose principal office is in that State, and the members of the State Production and Marketing Administration Committee. The State Director of Extension, the Director of the State Agricultural Experiment Station, the State Director of Vocational Agricultural Education and the State Commissioner, Secretary, or Director of Agriculture for the State shall be invited by the Chairman of the Committee to become members of the Committee.

The Chairman of the PMA State Committee shall act as Chairman of the State Agricultural Mobilization Committee, shall call meetings thereof, and report upon its operations and activities.

A brief summary of the Committee's activities shall be prepared in duplicate at the end of each week by the Chairman and sent to the Secretary of Agriculture as Chairman of the National Agricultural Mobilization Committee. Each member of the State Agricultural Mobilization Committee shall report to the chief or Administrator of his bureau or agency concerning his activities on the Committee through the established administrative channels of his own agency.

COUNTY

There is hereby created in each agricultural county of the United States and in the Territories a County Agricultural Mobilization Committee.

The membership of the Committee shall consist of the chief official of each agency or bureau of the Department of Agriculture having county-wide jurisdiction for that County and the members of the County PMA Committee. The County Agent and a representative of the vocational agricultural educational teachers in the County shall be invited by the Chairman of the Committee to become members of the Committee.

The Secretary shall be chairman. The Under Secretary shall act as chairman in the absence of the Secretary; and the Assistant Secretary shall act as chairman in the absence of the Secretary and Under Secretary.

Until otherwise determined, such committee shall meet in the Office of the Secretary at 3 o'clock p.m. on Tuesday of each week and at such other times as the Secretary may from time to time direct.

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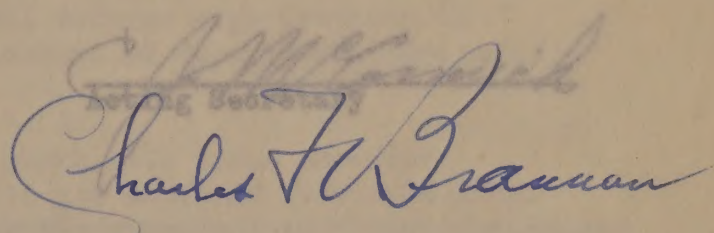
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Arrangements should be made wherever possible to hold County Offices of all USDA agencies open on Saturday for at least part of the day until further notice. This should be accomplished by compensatory time off or leave, and only when it is impossible to accomplish this objective by compensatory time arrangements should resort to over-time pay be made.

State Agricultural Mobilization Committees were recently requested to review this arrangement and to transmit as to this office.

GENERAL PROVISIONS

- A. All previous memoranda or orders, or parts thereof, which are inconsistent with the provisions of this Memorandum are superseded; however, regulations, procedures, delegations of authority, and similar instruments heretofore issued with respect to functions included in this Memorandum shall continue in full force and effect unless and until withdrawn or superseded pursuant to the authority provided in this Memorandum.
- B. The USDA State and County Councils, which include many of the same officials who will be members of the Agricultural Mobilization Committee, may continue to function for purposes not directly related to agricultural mobilization.
- C. The provisions of this Memorandum shall become effective immediately.


Secretary

The Chairman of the County PMA Committee shall be Chairman of the County Agricultural Mobilization Committee, shall call meetings thereof, and report upon its operations and activities.

A brief summary of the Committee's activities shall be prepared at the end of each week by the Chairman and sent to the Chairman of the State Agricultural Mobilization Committee. Each member of the County Agricultural Mobilization Committee shall report to his own superior on the State Agricultural Mobilization Committee concerning his activities on the Committee through established administrative channels of his own agency.

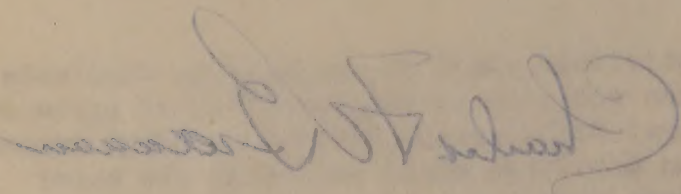
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B. The USDA State and County Councils, which include many of the same officials who will be members of the Agricultural Mobilization Committee, may continue to function for purposes not directly related to agricultural mobilization.

C. The provisions of this Memorandum shall become effective immediately.


Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

December 4, 1951

MEMORANDUM NO. 1280, SUPPLEMENT 1

Saturday Hours for Department Field Offices

Memorandum No. 1280 issued February 16 carried the provision that arrangements should be made wherever possible to hold county offices of all USDA agencies open on Saturday for at least part of the day.

State Agricultural Mobilization Committees were recently requested to review our experience with this arrangement and to transmit agency recommendations to this office. These reports indicate predominantly that it should be left optional with the agencies within the state as to whether offices should remain open for a part of the day on Saturday. This will permit county offices to continue to adjust their operations to local conditions.

Therefore that section of Memorandum No. 1280 is revised to leave it optional by states and agencies as to Saturday office hours.

J. M. Carmick
Acting Secretary

PERSONNEL

December 4, 1951

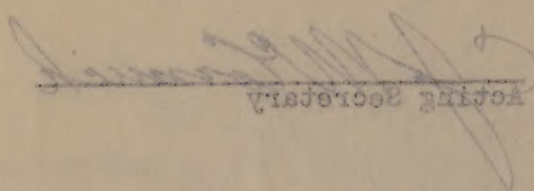
MEMORANDUM NO. 1280, SUPPLEMENT 1

Saturday Hours for Department Field Offices

Memorandum No. 1280 issued February 15 carried the provision that arrangements should be made wherever possible to hold county offices of all USDA agencies open on Saturday for at least part of the day.

State Agricultural Mobilization Committees were recently requested to review our experience with this arrangement and to transmit agency recommendations to this office. These reports indicate predominantly that it should be left optional with the agencies within the state as to whether offices should remain open for a part of the day on Saturday. This will permit county offices to continue to adjust their operations to local conditions.

Therefore that section of Memorandum No. 1280 is revised to leave it optional by states and agencies as to Saturday office hours.



Acting Secretary



DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.

February 16, 1951

MEMORANDUM NO. 1281

USDA Civil Defense Program

Secretary's Memorandum No. 1277, dated February 2, 1951, assigned the responsibility for the USDA Civil Defense Program to the Assistant Secretary. I have asked the three staff offices, Personnel, Plant and Operations and Budget and Finance to assist me with this responsibility. In the Washington metropolitan area:

1. The Office of Personnel will be responsible for first aid training and other training activities needed for the protection of personnel.
2. The Office of Plant and Operations will be responsible for the designation of safe areas for employees and for building protection. It will also set up an organization and a procedure for the evacuation of employees to safe areas.
3. The Office of Budget and Finance will coordinate equipment needs of the Department with the local civil defense organization.

In the field service, the heads of the local offices should cooperate with the local civil defense organizations in making preparations for protection of Department personnel, buildings and property.

Each staff office mentioned above will issue necessary regulations in connection with its assigned responsibility. ~~They will call on each of you for personnel and other assistance needed.~~

I shall appreciate your designating one of your key assistants to be responsible for the civil defense program in your agency and to cooperate with the staff offices. Please send me his name within five days of the date of this memorandum.

[Signature]
Assistant Secretary

DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.



MEMORANDUM NO. 1281

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I shall appreciate your designating one of your key assistants to be responsible for the civil defense program in your agency and to cooperate with the staff offices. Please send me his name within five days of the date of this memorandum.

Assistant Secretary

[Handwritten signature]

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

~~DEPARTMENT OF AGRICULTURE~~
~~OFFICE OF THE SECRETARY~~
~~WASHINGTON~~

February 16, 1951

MEMORANDUM NO. ^H1281

USDA CIVIL DEFENSE PROGRAM ²⁵

Secretary's Memorandum No. 1277, dated February 2, 1951, assigned the responsibility for the USDA Civil Defense Program to the Assistant Secretary. As the initial step in this program, I have asked the three staff offices, Personnel, Plant and Operations, and Budget and Finance to assist me with this responsibility. In the Washington metropolitan area:

1. The Office of Personnel will be responsible for first aid training and other training activities needed for the protection of personnel.
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In the field service, the heads of the local offices should cooperate with the local civil defense organizations in making preparations for protection of Department personnel, buildings, and property.

Each staff office mentioned above will issue necessary regulations in connection with its assigned responsibility.

I shall appreciate your designating one of your key assistants to be responsible for the civil defense program in your agency and to cooperate with the staff offices in the developing and carrying out an effective program. Please send me his name within ~~five~~ 5 days of the date of this memorandum.

B. T. Hutchinson
Assistant Secretary

WAR-1

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

February 24, 1951

MEMORANDUM NO. 1277

USDA CIVIL DEFENSE PROGRAM

Secretary's Memorandum No. 1277, dated February 2, 1951, assigned the responsibility for the USDA Civil Defense Program to the Assistant Secretary. As the initial step in this program, I have asked the three staff offices, Personnel, Plant and Operations and Budget and Finance to assist me with this responsibility. In the Washington metropolitan area:

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2. The Office of Plant and Operations will be responsible for the designation of safe areas for employees and for building protection. It will also set up an organization and a procedure for the evacuation of employees to safe areas.
3. The Office of Budget and Finance will coordinate department needs of the Department with the local civil defense organization.

In the field service, the heads of the local offices should cooperate with the local civil defense organization in making preparations for protection of department personnel, buildings and property.

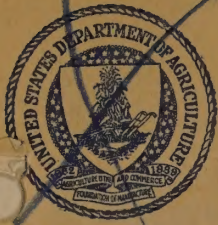
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I shall appreciate your transmitting one of your key assistants to be responsible for the civil defense program in your agency and to cooperate with the staff offices in the developing and carrying out an effective program. Please send me his name within five days of the date of this memorandum.

Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.



July 31, 1951

MEMORANDUM NO. 1281 SUPPLEMENT 1

USDA CIVIL DEFENSE PROGRAM

2 pages

marginal

Organization

In accordance with Secretary's Memorandum No 1281 dated February 16, 1951, a Civil Defense Organization has been set up to offer the maximum protection for Department employees in Washington. The buildings occupied by the Department have been divided into sectors. Wardens and other necessary personnel have been appointed. First aid classes have been organized and very shortly, enough first aid workers will be trained to care for employees in any foreseeable emergency.

2 pages

Shelter Areas

The Office of Plant and Operations, after consultation with Public Buildings Service, has designated the following shelter areas to which employees of the Department will be evacuated in case of an emergency:

indent

South Building ✓ Employees located in the attic will be evacuated to the fourth floor. Employees on the 6th and 5th floors will be evacuated to the 4th and 3rd floors, respectively. Employees on the 1st floor will be evacuated to the basement. Employees located on the 4th, 3rd and 2nd floors will remain on those floors. Employees in the sub-basement will be evacuated to the basement. Employees in the basement will remain in the basement.

Cotton Annex ✓ All employees will be evacuated to the basement.

Administration Building ✓ All employees will be evacuated to the basement.

224 12th Street, S. W. ✓ All employees in this building will be evacuated to the basement of the Cotton Annex.

230 C Street, N. W. ✓ All employees will be evacuated to the rear portion of building.



RECEIVED BY THE SECRETARY
JANUARY 10 1910



Employees located in buildings in which other agencies have the preponderance of employees will be served by those agencies.

2 spaces

Evacuation Procedure

Evacuation of all employees to the shelter areas mentioned in the preceding paragraph will be done in an orderly fashion under the direction of the warden organization. Visitors should be evacuated along with employees belonging in the sector. They should not be allowed to go from one sector to another even though they might be employed in a nearby sector. All able-bodied people will use the stairs to the designated areas. The physically handicapped will be evacuated by elevators.

The warden in each sector will, in the near future, get in touch with the occupants of each room in the sector and give detailed instructions concerning the evacuation procedure and the manner in which employees are expected to conduct themselves during an emergency. An opportunity will also be given for individual employees to ask questions.

2 spaces

First Aid Facilities

First Aid stations will be set up in strategic points in the South, Administration, and Cotton Annex buildings. Each of these stations will be adequately staffed with a group of employees trained in first aid. This staff will be headed by a doctor or a nurse who will be in attendance during any emergency.

2 spaces

Air Raid Alert Signals

The Federal Civil Defense Administration warning signals will be used. Details concerning these signals will be made known to all employees within each sector by the sector warden.

2 spaces

Drills

Drills will be held from time to time. There will be no surprise drills. Ample notice will be given prior to each drill. The sounding of the warning signal when no drill has been scheduled will mean that an actual attack may be imminent.

2

...located in buildings in which the employees have the proper means of escape will be saved by these means.

Evacuation Procedure

Evacuation of all employees to the relief areas mentioned in the preceding paragraph will be done in an orderly fashion under the direction of the various organizations. Employees should be organized along with employees in the sector. They should not be allowed to go from one sector to another even though they might be employed in a nearby sector. All relief people will use the stairs to the designated areas. The physically handicapped will be evacuated by elevators.

The women in each sector will, in the main, stay, but in touch with the management of each room in the sector and give the instructions concerning the evacuation procedure and the manner in which employees are expected to conduct themselves during an emergency. An accountability will also be given for individual employees to each department.

First Aid Facilities

First aid stations will be set up in strategic places in the South, North, East, and West of the main buildings. Each of these stations will be staffed with a group of employees trained in first aid. This staff will be headed by a doctor or a nurse who will be in attendance during any emergency.

Air Raid Alert Signals

The Federal Civil Defense Administration warning signals will be used. Details concerning these signals will be made known to all employees within each sector by the sector warden.

Drills

Drills will be held from time to time. There will be no surprise drills. Notice will be given prior to each drill. The location of the meeting place when no drill has been scheduled will mean that an actual attack may be imminent.

~~3-Memorandum No. 1281 Supplement 1~~

Action if Attack Occurs with No Warning

In case an attack occurs without warning, employees should immediately take shelter in the room in which they are located. This shelter may be a table or desk so situated as to provide protection from flying glass and similar debris. If no shelter is available drop immediately to the ground or floor. Cover the face with the crook of the elbow. Stay down several minutes.

We sincerely hope there will never be a real emergency requiring this organization and the other preparations being made. It is felt, however, that we should be prepared and, for that reason, we have taken the precautions outlined. Each employee should cooperate fully with the sector staff in his location and with the other official members of the warden organization. If each of us does our part, we will all be reasonably safe in the event an emergency does occur.

Agency heads should either bring this memorandum to the attention of each employee in Washington or see that more detailed information is supplied using this memorandum as a guide.

H. T. Butcher

Assistant Secretary

- W. L. Minor, Chairman, Office of Secretary
- F. B. Barr, Office of Personnel
- J. E. Lewis, Office of Plant and Operations
- J. L. Wells, Office of Budget and Finance
- W. S. Harris, Secretary

This Committee will need a regular point of contact with each agency. Memorandum No. 1281 requested you to designate a key individual to be responsible for the civil defense program in your agency. The principal responsibility in view at that time was the development of an employee protection organization. Our present responsibilities are such that the person responsible for the Civil Defense Program should be familiar with your program functions and their relation to civil defense and be in position to designate and coordinate other agency representatives who may serve on Federal Civil Defense Administration Committees in various fields.

Please review the designation made pursuant to Memorandum No. 1281 of the person responsible for the civil defense program in your agency and notify us of any change within 7 days of the date of this memorandum.

H. T. Butcher
Assistant Secretary



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

July 3, 1952

MEMORANDUM NO. 1281, SUPPLEMENT 2

USDA Civil Defense Program

Executive Order 10346, dated April 17, 1952, directs the preparation of plans for continuity of essential functions, and for making available Department personnel, materials, facilities, and services during a civil defense emergency.

Since enactment of the Federal Civil Defense Act of 1950 we have engaged in frequent consultations with officials of the Federal Civil Defense Administration. In several areas considerable planning has been done. However, following issuance of E.O. 10346, the Federal Civil Defense Administration has defined additional areas of Department of Agriculture responsibility.

In order to provide a means of coordinating all phases of civil defense including the planning activities entailed by E.O. 10346 and to provide over-all contact with the Federal Civil Defense Administration, I have established a Civil Defense Steering Committee. The Committee will also be responsible for coordination of plans for continuity of essential functions. The members of the Committee are:

W. A. Minor, Chairman, Office of Secretary
N. R. Bear, Office of Personnel
J. S. Lucas, Office of Plant and Operations
J. L. Wells, Office of Budget and Finance
W. S. Harris, Secretary

This Committee will need a regular point of contact with each agency. Memorandum No. 1281 requested you to designate a key assistant to be responsible for the civil defense program in your agency. The principal responsibility in view at that time was the development of an employee protection organization. Our present responsibilities are such that the person responsible for the Civil Defense Program should be familiar with your program functions and their relation to civil defense and be in position to designate and coordinate other agency representatives who may serve on Federal Civil Defense Administration Committees in various fields.

Please review the designation made pursuant to Memorandum No. 1281 of the person responsible for the civil defense program in your agency and notify me of any change within 5 days of the date of this memorandum.

H. H. Hutchinson
Assistant Secretary

NATIONAL DEFENSE 1

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



MEMORANDUM NO. 1281, SUPPLEMENT 2

USA Civil Defense Program

Executive Order 10316, dated April 17, 1952, directs the preparation of plans for continuity of essential functions, and for making available Department personnel, materials, facilities, and services during a civil defense emergency.

Since enactment of the Federal Civil Defense Act of 1950 we have engaged in frequent consultations with officials of the Federal Civil Defense Administration. In several areas considerable planning has been done. However, following issuance of E.O. 10316, the Federal Civil Defense Administration has defined additional areas of Department of Agriculture responsibility.

In order to provide a means of coordinating all phases of civil defense including the planning activities envisaged by E.O. 10316 and to provide over-all contact with the Federal Civil Defense Administration, I have established a Civil Defense Steering Committee. The Committee will also be responsible for coordination of plans for continuity of essential functions. The members of the Committee are:

W. A. Minor, Chairman, Office of Secretary
W. R. Hart, Office of Personnel
J. S. Lucas, Office of Plant and Operations
J. L. Wells, Office of Budget and Finance
W. S. Harris, Secretary

This Committee will need a regular point of contact with each agency. Memorandum No. 1281 requested you to designate a key personnel to be responsible for the civil defense program in your agency. The principal responsibility in view of that time was the development of an employee protection organization. Our present responsibilities are such that the person responsible for the Civil Defense program should be familiar with your program functions and their relation to civil defense and be in position to designate and coordinate other agency representatives who may serve on Federal Civil Defense Administration Committees in various fields.

Please review the designation made pursuant to Memorandum No. 1281 of the person responsible for the civil defense program in your agency and notify me of any change within 5 days of the date of this memorandum.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

February 23, 1951 9

MEMORANDUM NO. 1282 14

Department Committee on Gardening and Home Food Preservation

There is hereby established a Department Committee on Gardening and Home Food Preservation.

This Committee, composed of representatives of agencies of the Department having an interest in this program, will meet on call of the Chairman to advise with regard to the conduct of the program, to furnish technical information, and to cooperate by furnishing advice, subject-matter information, materials, and other useful aids.

The following persons are appointed members of the Committee:

M. L. Wilson, Chairman	Extension Service
B. S. Pickett, Consultant	<i>Iowa State College</i>
H. C. Albin	Production and Marketing Administration
Bushrod Allin	Bureau of Agricultural Economics
Phillip F. Aylesworth	Office of the Secretary
Evelyn L. Blanchard	Extension Service
Victor R. Boswell	Plant Industry, Soils and Agricultural Engineering
Kathryn Cronister	Bureau of Human Nutrition and Home Economics
Gertrude Drinker	Farmers Home Administration
H. W. Hochbaum	Extension Service
Ernest Moore	Agricultural Research Administration
R. L. Webster	Office of Information
William White	Entomology and Plant Quarantine
R. J. Haskell, Secretary	Extension Service

Charles F. Brannan

February 25, 1951

Department Committee on Nutrition and Home Food Preservation

There is hereby established a Department Committee on Nutrition and Home Food Preservation.

This Committee, composed of representatives of agencies of the Department having an interest in this program, will meet on call of the Chairman to advise with regard to the conduct of the program, to furnish technical information, and to cooperate by furnishing advice, subject-matter information, materials, and other useful aids.

The following persons are appointed members of the Committee:

Extension Service	W. L. Wilson, Chairman
Production and Marketing Administration	A. B. Rickert, Consultant
Bureau of Agricultural Economics	E. C. Allen
Office of the Secretary	Harold Allen
Extension Service	Philip F. Fyfe
Plant Industry, Soils and Air	Everett L. Hinchey
Cultural Engineering	Victor E. Boswell
Bureau of Human Nutrition and Home Economics	Kathryn Groszinger
Home Food Administration	Gertrude Brinker
Extension Service	W. E. Boehman
Agricultural Research Administration	James Scott
Office of Information	W. L. Webster
Entomology and Plant Quarantine	William White
Extension Service	W. J. Haskell, Secretary



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

November 5, 1952

MEMORANDUM NO. 1282, REVISION 1

Department Committee on Gardening and Home Food Preservation

The Department Committee on Gardening and Home Food Preservation is composed of representatives of bureaus and agencies in the Department having an interest in gardening or home food preservation. Under the leadership of the Extension Service, the committee coordinates the Department's activities on gardening and preservation of food at home, advises with regard to the conduct of the Garden and Home Food Preservation Program, and furnishes technical information and aids.

The membership of the committee is as follows:

M. L. Wilson, Extension Service, Chairman
R. J. Haskell, Extension Service, Secretary
B. S. Pickett, Iowa State College, Consultant
Bushrod Allin, Bureau of Agricultural Economics
Phillip F. Aylesworth, Office of the Secretary
Evelyn L. Blanchard, Extension Service
Victor R. Boswell, Bureau of Plant Industry, Soils, and
Agricultural Engineering
Cyrus R. Briggs, Production and Marketing Administration
Kathryn Cronister, Bureau of Human Nutrition and Home
Economics
Gertrude Drinker, Farmers Home Administration
S. L. Emsweller, Bureau of Plant Industry, Soils, and
Agricultural Engineering
Lucile M. Holmes, Rural Electrification Administration
E.A. Johnson, Extension Service
M. P. Jones, Extension Service
David V. Lumsden, Office of Experiment Stations
Ernest Moore, Agricultural Research Administration
Bertha F. Olsen, Production and Marketing Administration
Eldon E. Shaw, Production and Marketing Administration
Floyd F. Smith, Bureau of Entomology and Plant Quarantine
R. L. Webster, Office of Information
W. H. Youngman, Production and Marketing Administration

Charles F. Brannen
Secretary

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



MEMORANDUM NO. 1232, REVISION 1

Department Committee on Gardening and Home Food Preservation

The Department Committee on Gardening and Home Food Preservation is composed of representatives of bureaus and agencies in the Department having an interest in gardening or home food preservation. Under the leadership of the Extension Service, the committee coordinates the Department's activities on gardening and preservation of food at home, advises with regard to the conduct of the Garden and Home Food Preservation Program, and furnishes technical information and aids.

The membership of the committee is as follows:

M. L. Wilson, Extension Service, Chairman
R. J. Kasmali, Extension Service, Secretary
E. S. Pierce, Iowa State College, Consultant
Barthel Allen, Bureau of Agricultural Economics
Philip F. Aylesworth, Office of the Secretary
L. J. Blanchard, Extension Service
Victor R. Boswell, Bureau of Plant Industry, Soils, and
Agricultural Engineering
Cyrus R. Briggs, Production and Marketing Administration
Nathyn Crocker, Bureau of Human Nutrition and Home
Economics
Gertrude Drinker, Farmers Home Administration
S. L. Newell, Bureau of Plant Industry, Soils, and
Agricultural Engineering
Lillian M. Holmes, Rural Electrification Administration
E. A. Johnson, Extension Service
M. F. Jones, Extension Service
David V. Linsden, Office of Experiment Stations
Ernest Moore, Agricultural Research Administration
Bernis T. Olsen, Production and Marketing Administration
Elton E. Shaw, Production and Marketing Administration
Walter V. Smith, Bureau of Entomology and Plant Quarantine
R. L. Webster, Office of Information
W. E. Youngman, Production and Marketing Administration

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.
DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



February 26, 1951

MEMORANDUM NO. 1283

Subject: Assignment of Manpower Responsibilities

The National Manpower Mobilization Policy set forth in the President's memorandum of January 17, 1951, makes it imperative for this Department to develop and aggressively promote a comprehensive program to insure the availability and most efficient use of the manpower needed for the continuing production, processing, and marketing of adequate supplies of agricultural commodities necessary to the national defense and essential to the national health, safety, and interest. In order to implement the National Manpower Mobilization Policy and provide for its supervision, the following definite manpower responsibilities are hereby assigned to those agencies best qualified to perform the functions and duties involved:

- I. The Bureau of Agricultural Economics will be responsible for research and statistical work in:
 - A. Farm labor requirements: Continuous analyses of farm labor requirements on the national, regional, and state levels, including special local area surveys to obtain data basic to improving estimates on man-hour requirements and numbers of workers, and studies of labor productivity.
 - B. Farm labor supply: Continuous analyses of the farm labor supply situation including changes in farm population, farm-nonfarm migration, the composition and extent of employment of the farm work force, and special area surveys of the labor supply and of numbers and types of workers leaving farms as a result of the defense program.
 - C. Utilization of underemployed farm manpower: Analyses and special area surveys of the underemployed population in agriculture, studies to ascertain the nature of special programs needed to utilize fully and productively the manpower indicated, and studies aimed at promoting fuller utilization of migrant and local hired farm workers.
 - D. Farm wage rates, earnings, and perquisites: Collection and analysis of current statistics on farm wage rates, perquisites, and earnings of hired farm workers, including surveys to obtain prevailing time and piece work rates by type of work for regions, states, and special local areas.

ORGANIZATION /

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



MEMORANDUM NO. 1283

Subject: Assignment of Department Responsibilities

The National Research Council has been asked to study the problem of the availability of agricultural products for the civilian population in the event of a national emergency. The Council is to report on this problem to the President's War Relocation Authority. The Council is to study the problem of the availability of agricultural products for the civilian population in the event of a national emergency. The Council is to report on this problem to the President's War Relocation Authority. The Council is to study the problem of the availability of agricultural products for the civilian population in the event of a national emergency. The Council is to report on this problem to the President's War Relocation Authority.

The Bureau of Agricultural Economics will be responsible for research and statistical work in:

1. Farm labor requirements: Continuous analysis of farm labor requirements in the various regions of the country, including seasonal and local variations in the demand for labor, and the effect of weather and other factors on the labor supply.
2. Farm labor supply: Continuous analysis of the farm labor supply, including changes in farm population, farm labor migration, and the composition and extent of employment of the farm work force, and the effect of weather and other factors on the labor supply.
3. Utilization of underemployed farm labor: Continuous analysis of the utilization of underemployed farm labor, including the effect of weather and other factors on the labor supply, and the effect of weather and other factors on the labor supply.
4. Farm labor costs, earnings, and productivity: Continuous analysis of farm labor costs, earnings, and productivity, including the effect of weather and other factors on the labor supply, and the effect of weather and other factors on the labor supply.

II.
2.

The Production and Marketing Administration will be responsible for:

- A. Presentation of claims in behalf of the needs of food and fiber production, processing and marketing for manpower supplies and wage adjustments, including designations of essential activities and critical occupations and making agriculture's needs known to Selective Service, Labor Department, and Stabilization Agencies.
- B. Advising with the Labor Department and its U. S. Employment Service and with the Selective Service System on programs for the retention and recruitment of needed workers in production, processing and marketing and assisting by such means as providing pertinent data on the agricultural production program affecting requirements and distribution of labor by areas and seasons.
- C. Other claimant-agent functions to insure that manpower needs of agricultural production, processing and marketing receive equitable consideration.
- D. Carrying out programs for the technological application of results of research permitting improved manpower utilization in processing and marketing.
- E. Assuring the fullest use of farm manpower through programs designed to provide supplies of equipment, repair parts, fertilizers, pesticides, and other production goods at the right places and at the right times.

III.
3.

The Cooperative Extension Service of the Department and the State Agricultural Colleges will be responsible for educational work to improve the utilization of labor, including:

- A. The development and use of easier, quicker, and more economical ways of doing essential jobs.
- B. Problems of enterprise adjustment and work management to insure full employment of labor and equipment at productive work.
- C. Instruction in the maintenance and repair of machinery and other equipment and in accident prevention.
- D. The training and use of women, youth, and other seasonal workers.
- E. The promotion of community cooperation in the sharing of labor and equipment, the expansion of custom work, and the improvement of housing and community services for agricultural workers.
- F. Other educational work necessary to accomplish the most efficient use of labor in production, processing and marketing.

The Protection and Welfare Administration will be responsible for:

1. Presentation of plans in detail of the needs of food and other provisions, processing and marketing for manpower supplies and wages and allowances, including suggestions of essential activities and critical conditions and making suggestions for the needs of protective services, labor relations, and sanitation services.
2. Advising with the Labor Department and the U. S. Employment Service and with the Protective Service on plans for the protection and recruitment of needed workers in agriculture, processing and manufacturing and assisting by such means as providing pertinent data on the agricultural protection program affecting requirements and distribution of labor by areas and seasons.
3. Other official agent functions in regard to manpower needs of agricultural protection, processing and marketing service agencies for consideration.
4. Carrying out programs for the technological application of results of research in existing labor-management relations in processing and marketing.
5. Assisting the Labor Department in the use of labor through programs designed to provide supplies of equipment, repair parts, fertilizers, pesticides, and other production goods at the right places and at the right times.
6. The cooperative Extension Service of the Department and the State Agricultural Colleges will be responsible for educational work to improve the utilization of labor, including:
 - A. The development and use of water, power, and other economical ways of doing essential jobs.
 - B. Facilities of experience equipment and work management to improve full employment of labor and equipment in protective work.
 - C. Instruction in the maintenance and repair of machinery and other equipment and in accident prevention.
 - D. The training and use of women, youth, and other seasonal workers.
 - E. The formation of community organizations in the training of labor and equipment, the expansion of water work, and the improvement of housing and community services for agricultural workers.
 - F. Other educational work necessary to improve the work utilization and of labor in protection, processing and marketing.

IV.
4.

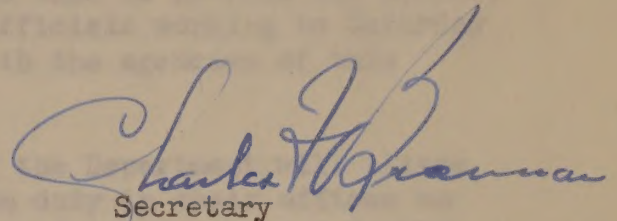
The Agricultural Research Administration will be responsible for:

- A. Arranging for appropriate bureaus to prosecute research in labor saving machinery, facilities and practices, basic to further increasing per man-hour output in the production, processing and marketing of agricultural commodities in the years ahead.
- B. Encouraging State agricultural experiment stations to undertake similar research.

V.
5.

Office of the Secretary

- A. This office will provide for continuous coordination of the assignments to the several agencies to insure a well-rounded program and the proper integration of the Department's manpower program with the related programs of other agencies of Government.


Secretary

The Agricultural Research Administration will be responsible for:

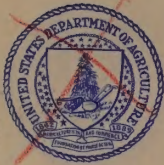
A. Arranging for appropriate persons to conduct research in labor saving machinery, facilities and practices, basic to further increasing per man-hour output in the production, processing and marketing of agricultural commodities in the years ahead.

B. Encouraging State agricultural experiment stations to undertake similar research.

Office of the Secretary

A. This office will provide for continuous coordination of the activities of the several agencies to insure a well-rounded program and the proper integration of the Department's program with the related programs of other agencies of Government.

Secretary



UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.
DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

March 5, 1951

MEMORANDUM NO. 1284

Establishing Department Hours on Saturday

Effective immediately, the principal offices of the Department will maintain duty staffs from 9:30 A.M. to 1:30 P.M. on Saturday, in the Metropolitan area.

A growing need has been felt for some time to provide the public, The Congress, and other Government officials working on Saturday with a means of immediate contact with the agencies of this Department.

The heads of agencies and offices of the Department will please arrange to have a sufficient staff on duty in their offices to handle calls from the public, Members of the Congress and other agencies of Government. The number and type of personnel required for this purpose must be determined for each bureau or agency by the chief officer thereof.

The provisions of law and the regulations of the Department relating to overtime and compensatory leave will, of course, apply. It is my wish, however, that consistent with demands to keep the work current on regular work days, as much of the Saturday work be offset by compensatory time as possible, so that this program will not require additional funds.

The above hours of work may be adjusted later as experience may prove necessary, but changes should be approved by my office.

Charles F. Brannan
Secretary



March 6, 1933

MEMORANDUM FOR THE SECRETARY
Establishing Department Hours on Saturday

Effective immediately, the principal offices of the Department will maintain duty status from 9:30 A.M. to 1:30 P.M. on Saturday, in the Metropolitan area.

A growing need has been felt for some time to provide the public, the Congress, and other Government officials working on Saturday with a means of immediate contact with the agencies of this Department.

The heads of agencies and offices of the Department will please arrange to have a sufficient staff on duty in their offices to handle calls from the public, members of the Congress and other agencies of Government. The number and type of personnel required for this purpose must be determined for each bureau or agency by the chief officer thereof.

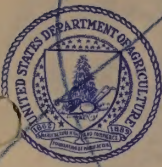
The provisions of law and the regulations of the Department relating to overtime and compensatory leave will, of course, apply. It is my wish, however, that consistent with demands to keep the work current on regular work days, as much of the Saturday work be offset by compensatory time as possible, so that this program will not require additional funds.

The above hours of work may be adjusted later as experience may prove necessary, but changes should be approved by my office.

[Signature]
Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



November 2, 1951

MEMORANDUM NO. 1284, SUPPLEMENT 1

Establishing Department Hours on Saturday

On October 5, 1951, I asked the Heads of the various agencies of the Department for comment on our experience under the practice of having duty staffs in principal offices in the Metropolitan area on Saturday, as inaugurated by Secretary's Memorandum No. 1284, of March 5, 1951.

The replies to my inquiry indicate it is clearly the consensus that this practice has not proved profitable as a standing requirement. The agencies report a history of a few calls of a routine nature and the benefits are deemed not to be commensurate with the added costs and disruption involved. Memorandum No. 1284 is, therefore, rescinded effective this date.

However, it is recognized that circumstances may require that agencies maintain a working staff on Saturday to meet unusual situations. Most principal offices report that an official is usually present on Saturday whether it is required or not. We shall have to review carefully the needs for such staffing in order to provide heat and other essential services to the extent that this may be necessary in the public interest.

Our policy in this matter will be reviewed continuously to assure that the Department is meeting fully its responsibilities.

Charles F. Brannan
Secretary

November 2, 1921

MEMORANDUM NO. 1284, SUPPLEMENT 1

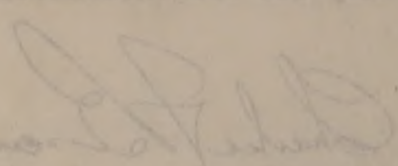
Establishing Department Hours on Saturday

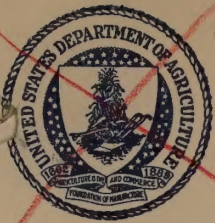
On October 2, 1921, I asked the Heads of the various agencies of the Department for comment on our experience under the practice of having duty stations in principal offices in the Metropolitan area on Saturday, as inaugurated by Secretary's Memorandum No. 1264, of March 2, 1921.

The replies to my inquiry indicate it is clearly the consensus that this practice has not proved profitable as a standing requirement. The agencies report a number of a few calls of a routine nature and the benefits are deemed not to be commensurate with the added costs and distraction involved. Memorandum No. 1264 is, therefore, rescinded effective this date.

However, it is recognized that circumstances may require that agencies maintain a working staff on Saturday to meet unusual situations. Most principal offices report that an official is usually present on Saturday whether it is required or not. He will have to review carefully the needs for such a staff in order to provide both an other essential services to the extent that this may be necessary in the public interest.

Our policy in this matter will be reviewed continuously to assure that the Department is meeting fully its responsibilities.


Secretary



UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.
DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.

March 15, 1951.

MEMORANDUM NO. 1285

Maintenance of Relationships With the Food and Agriculture
Organization in its Rome Headquarters

The Food and Agriculture Organization of the United Nations will be established in its new headquarters in Rome on April 1, 1951. This change of headquarters from Washington, D.C., where the Organization has been temporarily located since its establishment in 1945, will not alter the responsibilities assigned in MEMORANDUM NO. 1158 of April 10, 1946. The opportunity that FAO provides to contribute to international cooperation and peace is as great as ever. This Department's share in that contribution may be even larger in the future than it has been in the past. It will require the continuation of the excellent cooperation that all members of the Department have given.

FAO's new address is:

Food and Agriculture Organization
of the United Nations
Viale delle Terme di Caracalla
Rome, Italy

Arrangements have been made to change the address on mailing codes for documents and publications going to the FAO Library and to individuals in FAO.

FAO will establish a regional office in Washington to maintain contacts with the United States and Canadian Governments. In addition, the United States will designate a representative at the FAO headquarters in Rome.

The U.S. FAO Interagency Committee will continue to be the means of coordinating United States participation in the activities of FAO. The Under Secretary of Agriculture is Chairman of this Committee, the Associate Director of the Office of Foreign Agricultural Relations is Vice Chairman, and the Head of the Information Division of the Office of Foreign Agricultural Relations is Secretary of the Committee. Questions on FAO should be referred to one of the officers of the Committee.

Requests for FAO publications and documents should not be sent to FAO. These publications are available in the Department's Library, branch USDA libraries, and the libraries of the agricultural land-grant colleges. Any questions about them should be referred to the Secretary of the U.S. FAO Interagency Committee.

Charles F. Brannan
Secretary



DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.

March 15, 1951

MEMORANDUM NO. 1282

Maintenance of Relationships With the Food and Agriculture
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The Food and Agriculture Organization of the United Nations will be established in its new headquarters in Rome on April 1, 1951. This change of headquarters from Washington, D.C., where the Organization has been temporarily located since its establishment in 1945, will not alter the responsibilities assigned in MEMORANDUM NO. 1158 of April 10, 1946. The opportunity that FAO provides to contribute to international cooperation and peace is as great as ever. This Department's share in that contribution may be even larger in the future than it has been in the past. It will require the continuation of the excellent cooperation that all members of the Department have given.

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Requests for FAO publications and documents should not be sent to FAO. These publications are available in the Department's Library, Branch USDA Libraries, and the libraries of the agricultural land-grant colleges. Any questions about them should be referred to the Secretary of the U.S. FAO Interagency Committee.

Charles F. Brannan
Secretary

U. S. DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C.

March 22, 1951.

MEMORANDUM NO. 1286

Designation of Officials to Carry Out Provisions of Memoranda 1278 and 1279

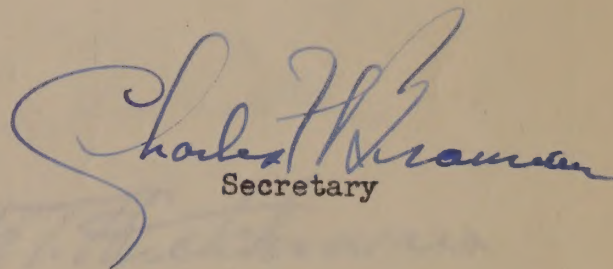
1. I. Agricultural Research and Statistical Services and Related Activities

Assistant Secretary of Agriculture Knox T. Hutchinson has been designated to exercise the authority and assume the responsibilities required of the Assistant Secretary designated for supervision and direction of agricultural research and statistical services and related activities by Memorandum No. 1279. Mr. Hutchinson has been asked to take all necessary and appropriate steps to put the provisions of Memorandum No. 1279 into immediate operation.

2. II. Agricultural Resources Conservation Services

Under Secretary of Agriculture Clarence J. McCormick has been designated to exercise the authority and assume the responsibilities required of the Assistant Secretary designated for supervision and direction of agricultural resources conservation services by Memorandum No. 1278.

I know that I can count on the cooperation of all officials concerned in placing Memoranda Nos. 1278 and 1279 into immediate operation.


Secretary

AUTHORIZATIONS

March 12, 1931.

MEMORANDUM NO. 181

Reorganization of Officials to Carry Out Provisions of Memoranda 1278 and 1279

I. Agricultural Research and Statistical Services and Related Activities

Assistant Secretary of Agriculture Knox T. Hutchinson has been designated to exercise the authority and assume the responsibilities required of the Assistant Secretary designated for supervision and direction of agricultural research and statistical services and related activities by Memorandum No. 1279. Mr. Hutchinson has been asked to take all necessary and appropriate steps to put the provisions of Memorandum No. 1279 into immediate operation.

II. Agricultural Resources Conservation Services

Under Secretary of Agriculture Clarence J. McGowan has been designated to exercise the authority and assume the responsibilities required of the Assistant Secretary designated for supervision and direction of agricultural resources conservation services by Memorandum No. 1278.

I know that I can count on the cooperation of all officials concerned in placing Memoranda Nos. 1278 and 1279 into immediate operation.

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE

Office of the Secretary

Washington 25, D. C.

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON



March 23, 1951

MEMORANDUM NO. 1287

Membership of the Department Committee on Environmental
Sanitary Engineering

Title ~~1~~, Paragraph 23 of the Administrative Regulations of the Department provides that "In recognition of the attention the Department is giving to the living conditions and health of the agricultural population and of the need for developing uniformity in the Departmental recommendations made and specifications used in connection with educational and direct-assistance activities in this field, there has been established, under the supervision of the Assistant Secretary, a Department Committee on Environmental Sanitary Engineering to consider matters in this field."

The membership of that committee is as follows:

EXT - S. P. Lyle
Alternate - Adam T. Holman
FHA - Carl A. Johnson
FS - C. A. Betts
PERS- C. M. Fergusson
PISAE- Harry L. Garver
PMA - H. M. Bowman
Alternate - W. E. McKnight
REA - Earl L. Arnold
SCS - George W. Musgrave
SEC - George R. Phillips, Chairman

G. T. Hutchinson

Assistant Secretary

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



March 22, 1922

MEMORANDUM NO. 1271

Membership of the Department Committee on Environmental
Sanitary Engineering

Article 2, Paragraph 23 of the Administrative Regulations of the Department provides that "in recognition of the fact that the Department is having to the living conditions and health of the agricultural population and of the need for developing industry in the Departmental recommendations made and specifications used in connection with agricultural and direct-assistance activities in this field, there has been established, under the supervision of the Assistant Secretary, a Department Committee on Environmental Sanitary Engineering, to consider matters in this field."

The membership of this committee is as follows:

- EXT - S. L. Tyle
Alternate - Adam T. Bolman
EHA - Carl A. Johnson
ES - G. L. Tyle
EHS - C. M. Peterson
EHL - Henry I. Givver
EHA - G. L. Bolman
Alternate - W. E. Wright
EHA - Earl L. Arnold
ECS - George W. Langrave
EHS - George R. Miller, Chairman

Assistant Secretary



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

August 17 1954

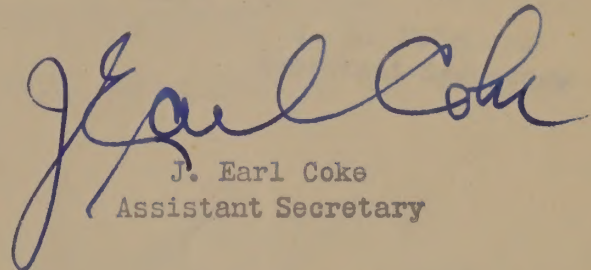
MEMORANDUM NO. 1287, REVISION 1

Committee on Rural Sanitary Engineering

The Committee on Rural Sanitary Engineering (formerly known as the Committee on Environmental Sanitary Engineering) will serve as a central point of reference in the Department on matters relating to rural sanitation, will help promote close working relationships among Department agencies with reference to this subject, and will maintain liaison with other Departments or organizations concerned.

The following persons are designated as members of the committee:

Harry L. Garver, Agricultural Research Service, Chairman
William V. Albright, Farmers Home Administration
Clifford A. Betts, Forest Service
Mrs. Mildred S. Howard, Agricultural Research Service
Fred E. McVey, Rural Electrification Administration
George Phillips, Soil Conservation Service
H. S. Pringle, Federal Extension Service


J. Earl Coke
Assistant Secretary

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

MEMORANDUM NO. 1287, FEBRUARY 1

Committee on Rural Sanitary Engineering

The Committee on Rural Sanitary Engineering (formerly known as the Committee on Environmental Sanitary Engineering) will give as a central point of reference in the Department as matters relating to rural sanitation, will help promote close working relationships among Department agencies with reference to this subject, and will maintain liaison with other agencies or organizations concerned.

The following persons are designated as members of the committee:

Walter I. Garver, Agricultural Research Service, Chairman
William T. Allen, Forest Service Administration
Clifford A. Bates, Forest Service
Mrs. Mildred S. Howard, Agricultural Research Service
Fred W. Meyer, Rural Electrification Administration
George Phillips, Soil Conservation Service
J. B. Smith, Federal Extension Service

[Handwritten signature]
J. B. Smith
Federal Extension Service

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

November 23, 1956.

MEMORANDUM NO. 1287 Rev. 2

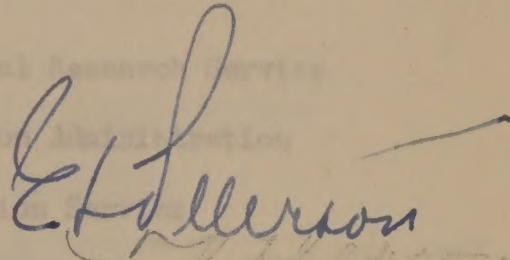
Committee on Rural Sanitary Engineering

The Committee on Rural Sanitary Engineering (originally established by Secretary's Memorandum No. 883, dated January 6, 1941, and formerly known as the Committee on Environmental Sanitary Engineering) serves as a central point of reference in the Department on matters relating to rural sanitation, helps promote close working relationships among Department agencies with reference to this subject, and maintains liaison with other Departments or organizations concerned.

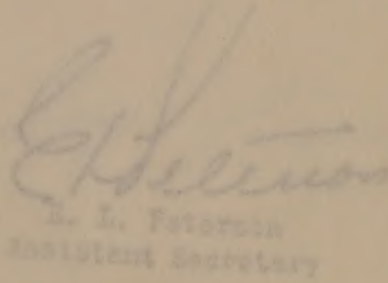
The committee is reconstituted as follows:

Harry L. Garver, Agricultural Research Service, Chairman
William V. Albright, Farmers Home Administration
Ward W. Gano, Forest Service
Mrs. Mildred S. Howard, Agricultural Research Service
Fred E. McVey, Rural Electrification Administration
George W. Musgrave, Soil Conservation Service
H. S. Pringle, Federal Extension Service

Secretary's Memorandum 1287, Revision 1, dated August 17, 1954, is hereby superseded.



E. L. Peterson
Assistant Secretary



E. L. Peterson
Assistant Secretary

November 22, 1935

MEMORANDUM FOR THE SECRETARY
NOV 22 1935

Committee on Rural Extension Administration

The Committee on Rural Extension Administration (originally established by Secretary's Memorandum No. 505, dated January 6, 1931, and formerly known as the Committee on Agricultural Extension Administration) serves as a central point of contact in the Department on matters relating to rural extension. It has provided a working relationship among Departmental agencies with reference to this subject, and maintains liaison with other Departments or organizations concerned.

The committee is recommended as follows:

- Harry L. Sawyer, Agricultural Research Service, Chairman
- William V. Allen, Bureau of Plant Industry
- Frank A. Meyer, Bureau of Entomology and Plant Quarantine
- Walter S. Howard, Agricultural Research Service
- Frank A. Meyer, Bureau of Plant Industry
- George W. Lawrence, Soil Conservation Service
- H. C. Bland, Federal Extension Service

Secretary's Memorandum No. 1287, November 1, 1935, is hereby recommended.

[Handwritten signature]
Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

July 11, 1958

Revised
MEMORANDUM NO. 1287, REVISION ____

Committee on Rural Sanitary Engineering

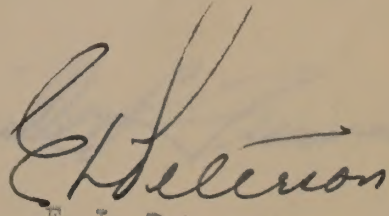
The Committee on Rural Sanitary Engineering (originally established by Secretary's Memorandum No. 883, dated January 6, 1941, and formerly known as the Committee on Environmental Sanitary Engineering) serves as a central point of reference in the Department on matters relating to rural sanitation, helps promote close working relationships among Department agencies with reference to this subject, and maintains liaison with other Departments or organizations concerned.

Present membership of the Committee is as follows:

- H. S. Pringle, Federal Extension Service, Chairman
- William V. Albright, Farmers Home Administration
- Ward W. Gano, Forest Service
- Mrs. Mildred S. Howard, Agricultural Research Service
- Fred E. McVey, Rural Electrification Administration
- * William G. Shannon, Soil Conservation Service
- * John W. Rockey, Agricultural Research Service

Secretary's Memorandum 1287, Revision 2, dated November 23, 1956, is hereby superseded.

* New Committee Members.


E. L. Peterson
Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

July 11, 1956

MEMORANDUM FOR THE SECRETARY

Committee on Rural Landmark Administration

The Committee on Rural Landmark Administration was established by Executive Order No. 125, dated January 11, 1956, and is known as the Committee on Rural Landmark Administration. It is a central point of reference in the Department on matters relating to rural landmarks, helps promote close working relationships among Department agencies with reference to such subject, and maintains liaison with other Departments or organizations concerned.

Present membership of the Committee is as follows:

H. S. Gurnea, Federal Extension Service, Chairman

William V. Albright, Farm Service Administration

Frank L. Gano, Forest Service

Mr. Albert S. Howard, Agricultural Research Service

Fred A. Hovey, Rural Electrification Administration

Mr. William B. Shannon, Soil Conservation Service

Mr. John E. Becker, Agricultural Research Service

Secretary's Memorandum 1257, Revision 2, dated November 23, 1955, is hereby superseded.

cc: New Committee Members.

[Handwritten signature]
Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

July 28,
~~June 26, 1967~~

SECRETARY'S MEMORANDUM NO. 1287, REVISED

OFFICIAL
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FILED
SECY'S RECORDS & COM. DIV.

Committee on Rural Sanitary Engineering

The Committee on Rural Sanitary Engineering (originally established by Secretary's Memorandum No. 883, dated January 6, 1941, and formerly known as the Committee on Environmental Sanitary Engineering) serves as a central point of reference in the Department on matters relating to rural sanitation, helps promote close working relationships among Department agencies with reference to this subject, and maintains liaison with other Departments or organizations concerned.

Present membership of the Committee is as follows:

- * William T. Cox, Federal Extension Service, Chairman
- * Charles E. Hanson, Jr., Farmers Home Administration
- * K. Webb Kennedy, Forest Service
- * Daniel E. Jones, Rural Electrification Administration

William G. Shannon, Soil Conservation Service

John W. Rockey, Agricultural Research Service

Revised, dated July 11, 1958,
Secretary's Memorandum 1287, / ~~Revision 2, dated November 23, 1956,~~ is
hereby superseded.

* New Committee Members

Quill F. Fennan

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Secretary's Record & Comm. Div.

COMMITTEES (Rural Sanitary Engineering)

July 28,
1957

OFFICIAL
SECRETARY'S FILES

FILED

SECY'S RECORDS & COM. DIV.

SECRETARY'S MEMORANDUM NO. 1287, REVISED

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- * John W. Rockey, Agricultural Research Service

Revised, dated July 11, 1957.
Secretary's Memorandum 1287, Revised, dated November 23, 1956, is hereby superseded.

* New Committee Members



UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

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SECY'S RECORDS & COM. DIV

SECRETARY'S MEMORANDUM NO. 1287, REVISED

Committee on Rural Sanitary Engineering

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William G. Shannon, Soil Conservation Service

* Harry J. Eby, Agricultural Research Service

Secretary's Memorandum 1287, Revised, dated July 28, 1967, is hereby superseded.

*New Committee Member.

Charles E. Hanson, Jr.
Secretary

PERSONNEL 19

COMMITTEES (Rural Sanitary Engineering) 10-15-68

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

SECRETARY'S MEMORANDUM NO. 1287, REVISED

Committee on Rural Sanitary Engineering

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Secretary's Memorandum 1287, Revised, dated July 28, 1967, is hereby superseded.

*New Committee Member.



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

March 30, 1951

SECRETARY'S MEMORANDUM 1288

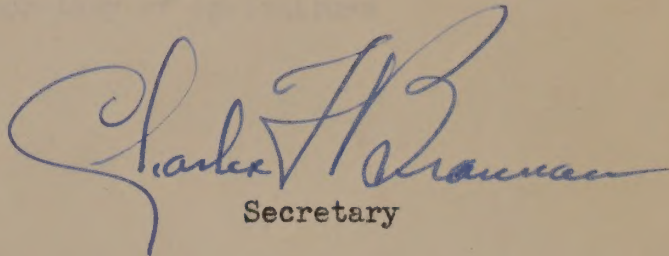
As of the close of business on Friday, March 30, 1951, the following personnel transfers and reassignments will become effective:

Mr. Ralph S. Trigg is transferred from the position of Administrator of Production and Marketing Administration to the position of Special Assistant to the Secretary for Commodity Credit Corporation affairs;

Mr. Frank K. Woolley is transferred from the position of Deputy Administrator of Production and Marketing Administration to the position of Special Assistant to the Secretary for Commodity Credit Corporation affairs;

Mr. Gus F. Geissler is transferred from the position of Manager of Federal Crop Insurance Corporation to Administrator of Production and Marketing Administration;

Mr. Harold K. Hill is transferred from the position of Assistant Administrator for Production of Production and Marketing Administration to the Deputy Administrator of Production and Marketing Administration.


Secretary

PERSONNEL 19

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON
March 30, 1951



SECRETARY'S MEMORANDUM 1288

As of the close of business on Friday, March 30, 1951, the following personnel transfers and reassignments will become effective:

Mr. Ralph B. Trigg is transferred from the position of Administrator of Production and Marketing Administration to the position of Special Assistant to the Secretary for Commodity Credit Corporation affairs;

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Mr. Gus F. Geisler is transferred from the position of Manager of Federal Crop Insurance Corporation to Administrator of Production and Marketing Administration;

Mr. Harold K. Hill is transferred from the position of Assistant Administrator for Production of Production and Marketing Administration to the Deputy Administrator of Production and Marketing Administration.

Secretary

RECORDED 17

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

April 12, 1951

MEMORANDUM NO. 1289

one space

Departmental Advisory Committee on River Basin Activities

2 spaces
Title 1,

The Administrative Regulations of the Department, Chapter 1, paragraph 19 d., now provide for a Departmental Advisory Committee on River Basin Activities such as was established by the Assistant Secretary over three years ago and has been active since that time.

The agency representatives on this Advisory Committee now are:

ARA - Carleton P. Barnes ✓
H. C. Knoblauch
BAE - Sherman E. Johnson
B & F - John L. Wells
Ext. - P. V. Kepner ✓
FCA - R. C. Engberg
FHA - C. S. Allen
FS - E. C. Crafts ✓
INF - R. L. Webster
PMA - M. P. Leaming
REA - E. C. Weitzell
SCS - J. C. Dykes
Sol. - E. F. Mynatt
Sec. - Ralph R. Will, Chairman

H. T. Hutchinson

Assistant Secretary of Agriculture

COMMITTEES 2

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

April 12, 1931

MEMORANDUM NO. 1279

Departmental Advisory Committee on River Basin Activities

Title I,
The Administrative Regulations of the Department, Chapter I, paragraph
19 d., now provide for a Departmental Advisory Committee on River Basin
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The agency representatives on this Advisory Committee now are:

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H. C. Knoblauch
BAE - Sherman E. Johnson
RAE - John I. Wells
Ext. - P. V. Kerner
FOA - R. C. Engberg
FHA - C. S. Allen
FS - E. C. Crafts
TF - R. L. Webster
FMA - M. P. Leasing
FMA - E. C. Weitzell
SCS - J. C. Dykes
Sol. - E. P. Hyatt
Sec. - Ralph R. Will, Chairman

Assistant Secretary of Agriculture

COMMITTEE &



UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.
DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.

May 1, 1951

MEMORANDUM NO. 1290

Appointment of an Acting Manager for the
Federal Crop Insurance Corporation

Pursuant to a recommendation made by the Board of Directors of the Federal Crop Insurance Corporation, Mr. Frederic B. Northrup is hereby appointed Acting Manager of the Federal Crop Insurance Corporation, with all of the powers and duties which are now, or may hereafter be vested in the Manager of the Corporation.

A handwritten signature in blue ink, appearing to be "CFB", is located below the text of the memorandum.

Secretary

ORGANIZATION 1(Fcic)

727

DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.



MEMORANDUM NO. 244

Appointment of an Acting Manager for the
Federal Crop Insurance Corporation

Pursuant to a recommendation made by the Board of Directors of the Federal Crop Insurance Corporation, Mr. Frederic B. Northing is hereby appointed Acting Manager of the Federal Crop Insurance Corporation, with all of the powers and duties which are now, or may hereafter be vested in the Manager of the Corporation.

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

DEPARTMENT OF AGRICULTURE
WASHINGTON



May 1, 1951.

MEMORANDUM NO. 1291

Overtime, Night, and Holiday Compensation Under the Act of August 28, 1950

The Act of August 28, 1950 (Public Law 735, 81st Congress, 2nd Session) provides:

"That the Secretary of Agriculture is authorized to pay employees of the United States Department of Agriculture performing inspection or quarantine services relating to imports into and exports from the United States, for all overtime, night, or holiday work performed by them at any place where such inspection and quarantine services are performed, at such rates as he may determine, and to accept from persons for whom such work is performed reimbursement for any sums paid out by him for such work."

Employees deemed to come within the scope of the Act include employees of any bureau of the Department of Agriculture who perform inspection and quarantine services and necessary auxiliary services relating to imports into and exports from the United States.

On and after the effective date of this memorandum employees engaged in inspection and quarantine work who come within the scope of the Act of August 28, 1950, shall be paid at hourly overtime rates for work performed at any time outside the regular tour of duty of the employees, or on a holiday, as the case may be, in accordance with the provisions of the Federal Employees Pay Act of 1945, as amended, with the following exceptions: In computing the overtime pay to which these employees are entitled, no consideration shall be given to the provisions of the 1945 Pay Act, as amended, regarding the basic administrative workweek.

The term "holiday" as used in the preceding paragraph means specifically New Year's Day, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Armistice Day, Thanksgiving Day, Christmas, or the days legally celebrated in lieu of such national holidays, or national holidays

DEPARTMENT OF AGRICULTURE
WASHINGTON



MEMORANDUM NO. 1271

Overtime, Night, and Holiday Compensation Under the Act of August 28, 1950

The Act of August 28, 1950 (Public Law 735, 81st Congress, 2nd Session) provides:

"That the Secretary of Agriculture is authorized to pay employees of the United States Department of Agriculture performing inspection or quarantine services relating to imports into and exports from the United States, for all overtime, night, or holiday work performed by them at any place where such inspection and quarantine services are performed, at such rates as he may determine, and to accept from persons for whom such work is performed reimbursement for any sum paid out by him for such work."

Employees deemed to come within the scope of the Act include employees of any bureau of the Department of Agriculture who perform inspection and quarantine services and necessary auxiliary services relating to imports into and exports from the United States.

On and after the effective date of this memorandum employees engaged in inspection and quarantine work who come within the scope of the Act of August 28, 1950, shall be paid at hourly overtime rates for work performed at any time outside the regular tour of duty of the employee, or on a holiday, as the case may be, in accordance with the provisions of the Federal Employees Pay Act of 1945, as amended, with the following exceptions: In computing the overtime pay to which these employees are entitled, no consideration shall be given to the provisions of the 1945 Pay Act, as amended, regarding the basic administrative workweek.

The term "holiday" as used in the preceding paragraph means specifically New Year's Day, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Armistice Day, Thanksgiving Day, Christmas, or the days legally celebrated in lieu of such national holidays, or national holidays

as declared by Federal law or Executive order. Holidays shall be regarded as beginning and ending at midnight.

The provisions of this memorandum shall be effective on and after May 5, 1951.

Charles W. Brauner

Secretary



DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

May 7, 1952

MEMORANDUM NO. 1291, Revision 1

Overtime, Night, and Holiday Compensation Under the Act of August 28, 1950

The Act of August 28, 1950 (Public Law 735, 81st Congress, 2nd Session) provides:

"That the Secretary of Agriculture is authorized to pay employees of the United States Department of Agriculture performing inspection or quarantine services relating to imports into and exports from the United States, for all overtime, night, or holiday work performed by them at any place where such inspection and quarantine services are performed, at such rates as he may determine, and to accept from persons for whom such work is performed reimbursement for any sums paid out by him for such work."

Employees deemed to come within the scope of the Act include employees of any bureau of the Department of Agriculture who perform inspection and quarantine services and necessary auxiliary services relating to imports into and exports from the United States.

On and after the effective date of this memorandum employees engaged in inspection and quarantine work who come within the scope of the Act of August 28, 1950, shall be paid at premium rates for overtime, night or holiday work, as the case may be, in accordance with the provisions of the Federal Employees Pay Act of 1945, as amended, with the following exceptions: In computing the premium pay to which these employees are entitled: (1) no consideration shall be given to the provisions in the 1945 Pay Act, as amended, regarding the basic administrative workweek; (2) each period of overtime or holiday duty shall include the time on duty which shall be considered to be at least two hours in duration, and, in addition, (3) each period of such overtime or holiday duty shall include a commuted travel time period, not in excess of three hours, for which the employee shall receive premium pay. The amount of this period shall be prescribed in administrative instructions to be issued by the Chief of the Bureau concerned for the ports, stations and areas in which the employees are located, and shall be established as nearly as may be practicable to cover the time necessarily spent in reporting to and returning from the place at which the employee performs such overtime or holiday service, if such travel is performed solely on account of such overtime or holiday service.

The term "holiday" as used in the preceding paragraph means specifically New Year's Day, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Armistice Day, Thanksgiving Day, Christmas, or the days legally celebrated in lieu of such national holidays, or national holidays as declared by Federal law or Executive Order. Holidays shall be regarded as beginning and ending at midnight.

The provisions of this memorandum shall be effective on and after *May 7, 1952*. Secretary's Memorandum No. 1291, dated May 1, 1951, is hereby canceled.

C. J. McEnrick
Under Secretary

The term "holiday" as used in the preceding paragraph means specifically New Year's Day, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Armistice Day, Thanksgiving Day, Christmas, or the days legally celebrated in lieu of such national holidays, or national holidays as declared by Federal law or Executive Order. Holidays shall be regarded as beginning and ending at midnight.

The provisions of this memorandum shall be effective on and after May 1, 1951, and the provisions of the memorandum No. 1291, dated May 1, 1951, are hereby cancelled.

Under Secretary



DEPARTMENT OF AGRICULTURE
WASHINGTON

March 21 1955

MEMORANDUM NO. 1291, Revision 2

Overtime, Night, and Holiday Compensation Under the Act of August 28, 1950

The Act of August 28, 1950 (Public Law 735, 81st Congress, 2nd Session) provides:

"That the Secretary of Agriculture is authorized to pay employees of the United States Department of Agriculture performing inspection or quarantine services relating to imports into and exports from the United States, for all overtime, night, or holiday work performed by them at any place where such inspection and quarantine services are performed, at such rates as he may determine, and to accept from persons for whom such work is performed reimbursement for any sums paid out by him for such work."

Employees deemed to come within the scope of the Act include employees of any bureau of the Department of Agriculture who perform inspection and quarantine services and necessary auxiliary services relating to imports into and exports from the United States.

On and after the effective date of this memorandum employees engaged in inspection and quarantine work who come within the scope of the Act of August 28, 1950 shall be paid at premium rates for overtime, night or holiday work, as the case may be, in accordance with the provisions of the Federal Employees Pay Act of 1945, as amended, with the following exceptions: In computing the premium pay to which these employees are entitled: (1) no consideration shall be given to the provisions in the 1945 Pay Act, as amended, regarding the basic administrative work-week; (2) a minimum of two hours' pay at the overtime rate shall be allowed for any unscheduled work performed by an employee on a day when no work was scheduled for him, or which he is required to perform on a regular work day beginning either at least one hour before his scheduled tour of duty or at least one hour after he has completed his scheduled tour and left his place of employment; and, in addition (3) each period of such unscheduled overtime work, if it requires the employee involved to perform additional travel for which he would otherwise not be compensated, and each period of holiday duty may include a commuted travel time period, not in excess of three hours, for which the employee shall receive premium pay. The amount of this period shall be prescribed in administrative instructions to be issued by the head of the agency concerned for the ports, stations, and areas in which the employees are located, and shall be established as nearly as

may be practicable to cover the time necessarily spent in reporting to and returning from the place at which the employee performs such overtime or holiday service, if such travel is performed solely on account of such overtime or holiday service.

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The provisions of this memorandum shall be effective on and after *March 27, 1955* Secretary's Memorandum No. 1291, Revision 1, dated May 7, 1952, is hereby superseded.

True D. Morse
True D. Morse
Acting Secretary

While these changes have enabled us to increase agricultural production substantially, they have at the same time increased the hazards of farm operations. For this reason it is more important than ever that farmers follow safe practices in their work.

Farmers must also emphasize the importance of farm safety. Farm workers are now more highly skilled and replacement more difficult. There is little reserve manpower to meet the need for increased output. This year there will be some replacement of trained farm workers by younger or older men and women who are less experienced and these persons will undoubtedly be more prone to accidents. Prevention of accidents on farms is an important part of our defense program.

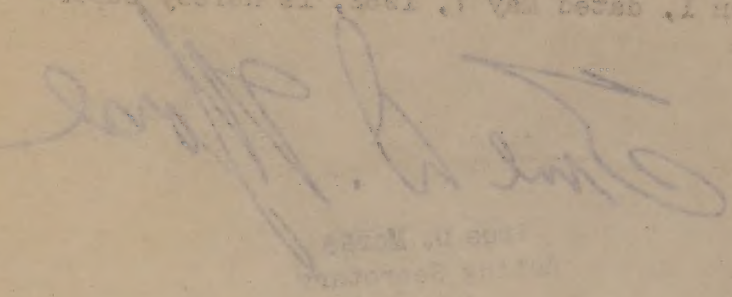
Field workers of the Department are urged to use every opportunity to encourage the adoption of safe practices in farming and farm living. I ask all Department agencies to cooperate in promoting National Farm Safety Week and to emphasize throughout the year the fact that accidents can be prevented.

Charles F. Brannan
Secretary

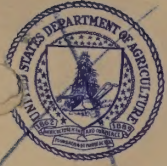
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The provisions of this memorandum shall be effective on and after May 27, 1952. Secretary's Memorandum No. 1291, Revision 1, dated May 7, 1952, is hereby superseded.


Charles W. Miller
Acting Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.
DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



May 2, 1951

Center
MEMORANDUM NO. 1292

National Farm Safety Week
July 22 - 28, 1951

2 copies
The President is again calling upon the Nation to observe National Farm Safety Week. A copy of the President's Proclamation, designating the week of July 22-28 for this purpose, is reproduced on the back of this Memorandum.

Each year farm people suffer about 18,000 deaths and 1,500,000 disabling injuries due to accidents.

Unprecedented changes affecting manpower on farms have taken place in the last ten years. During that period the number of farm workers has decreased by over 1,000,000. More than twice as many tractors and trucks are now used on farms and only half as many horses and mules. Eighty-six per cent of all farms are now provided with electrical service. Due to this increase in mechanization, together with better varieties, better methods, and other factors, the output per man-hour is 50 per cent higher than it was as recently as 1937.

While these changes have enabled us to increase agricultural production substantially, they have at the same time increased the hazards of farm operations. For this reason it is more important than ever that farmers follow safe practices in their work.

Defense needs also emphasize the importance of farm safety. Farm workers are now more highly skilled and replacement more difficult. There is little reserve manpower to meet the need for increased output. This year there will be some replacement of trained farm workers by younger or older men and women who are less experienced and these persons will undoubtedly be more prone to accidents. Prevention of accidents on farms is an essential part of our defense program.

Field workers of the Department are urged to use every opportunity to encourage the adoption of safe practices in farming and farm living. I ask all Department agencies to cooperate in promoting National Farm Safety Week and to emphasize throughout the year the fact that accidents can be prevented.

Charles F. Brannan
Secretary

SAFETY

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

National Farm Safety Week
July 22 - 28, 1934

The President is again calling upon the Nation to observe National Farm Safety Week. A copy of the President's Proclamation, designating the week of July 22-28 for this purpose, is reproduced on the back of this memorandum.

Each year farm people suffer about 15,000 deaths and 1,500,000 disabling injuries due to accidents.

Unprecedented changes affecting equipment on farms have taken place in the last ten years. During that period the number of farm workers has increased by over 1,000,000. More than twice as many tractors and trucks are now used on farms and only half as many horses and mules. Although the cost of all farms are now provided with electrical service, the use of this increase in mechanization, together with better varieties, better methods, and other factors, the output per man-hour is 50 per cent higher than it was as recently as 1917.

While these changes have enabled us to increase agricultural production substantially, they have at the same time increased the hazards of farm operations. For this reason it is more important than ever that farmers follow safe practices in their work.

Farmers need also emphasize the importance of farm safety. Farm workers are now more highly skilled and replacement more difficult. There is little reserve manpower to meet the need for increased output. This year there will be some replacement of trained farm workers by younger or older men and women who are less experienced and these persons will undoubtedly be more prone to accidents. Prevention of accidents on farms is an essential part of our defense program.

Farm workers of the Department are urged to use every opportunity to encourage the adoption of safe practices in farming and farm living. I ask all Government agencies to cooperate in promoting National Farm Safety Week and to emphasize throughout the year the fact that accidents can be prevented.

Wm. A. Rehnquist
Secretary

May 2, 1951

Line 5

NATIONAL FARM SAFETY WEEK, 1951

May 8, 1951

BY THE PRESIDENT OF THE UNITED STATES OF AMERICA

Appointment of Department Committee on Analysis of
Agriculture's Capacity
A PROCLAMATION

WHEREAS preventable accidents continue to kill thousands and injure hundreds of thousands of farm residents each year; and

WHEREAS such accidents deprive the Nation of needed manpower and destroy property vital to our defense; and

WHEREAS a careless or imprudent act is a factor in almost every accident on the farm; and

WHEREAS experience has established the fact that observance of safe practice in working and living can greatly reduce these losses:

NOW, THEREFORE, I, HARRY S. TRUMAN, President of the United States of America, do hereby call upon the Nation to observe the week commencing July 22, 1951, as National Farm Safety Week, and I urgently request each member of every farm family to adopt safe practices in every activity; to drive safely, work safely, and live safely. I also request all organizations and persons interested in farm life to join in a continuing program to encourage the idea that farming the safe way is farming the right way.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the United States of America to be affixed.

DONE at the City of Washington this second day of May in the year of our Lord nineteen hundred and fifty-one, and of the Independence of the United States of America the one hundred and seventy-fifth.

(SEAL)

HARRY S. TRUMAN

H. L. Mansaring, Production and Marketing Administration
R. W. Frellinger, Office of Experiment Stations
Paul V. Asper, Extension Service
Carleton F. Barnes, Agricultural Research Administration
W. H. Larriar, Forest Service
E. A. Horton, Soil Conservation Service
Phillip P. Slyenworth, Office of the Secretary
Sherman B. Johnson, Bureau of Agricultural Economics, Chairman

By the President:

DEAN ACHESON

Secretary of State.

COMMUNICATED

HARRY S. TRUMAN

(SEAL)
DONE at the City of Washington this second day of May in
the year of our Lord nine-
teen hundred and fifty-one,
and of the Independence of
the United States of America
the one hundred and seventy-
fifth.

Seal of the United States of America to be affixed.
IN WITNESS WHEREOF, I have hereunto set my hand and caused the

farming the right way.
continuing program to encourage the idea that farming the safe way is
all organizations and persons interested in farm life to join in a
activity; to drive safely, work safely, and live safely. I also request
each member of every farm family to adopt safe practices in every
July 22, 1951, as National Farm Safety Week, and I urgently request
of America, do hereby call upon the Nation to observe the week commencing
NOW, THEREFORE, I, HARRY S. TRUMAN, President of the United States
safe practice in working and living can greatly reduce these losses:
WHEREAS experience has established the fact that observance of
accident on the farm; and
WHEREAS a careless or imprudent act is a factor in almost every
destroy property vital to our defense; and
WHEREAS such accidents deprive the Nation of needed manpower and
injure hundreds of thousands of farm residents each year; and
WHEREAS preventable accidents continue to kill thousands and

A PROCLAMATION

BY THE PRESIDENT OF THE UNITED STATES OF AMERICA

NATIONAL FARM SAFETY WEEK, 1951

May 2, 1951

UNITED STATES DEPARTMENT OF AGRICULTURE

Office of the Secretary

Washington 25, D. C.

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON



May 8, 1951

MEMORANDUM NO. 1293

Appointment of Department Committee on Analysis of
Agricultural Productive Capacity

Farm production will have to be maintained at high levels during the defense period in view of the prospective demand for farm products. We therefore need an appraisal of the productive capacity of our farm plant to determine how production might be increased and how defense needs can be met most effectively over a period of years. This will involve analysis of the most effective ways of utilizing our limited manpower, land, machinery, production supplies, and other facilities available to agriculture. These facts can then be utilized by the Department and the Land-Grant Colleges in helping farmers avail themselves of attainable potentialities for increasing production.

The research agencies of the Department of Agriculture and the Land-Grant Colleges have research results and other background data which should be analyzed and reviewed in cooperation with other agencies to provide the best available answers to these questions. I have proposed to representatives of the Association of Land-Grant Colleges and Universities that the Department and the Land-Grant Colleges cooperate in analyzing our productive capacity, including estimates area by area of the potential production for 1952 and later years. Such estimates would be developed under specified conditions as to availability of labor and other production resources.

Designated representatives of the Land-Grant Colleges will meet with representatives of the Department on May 7 and 8, 1951, to consider this proposal and to plan the study and the necessary procedure if it is decided to go ahead with it. I am designating the following persons to meet with the Land-Grant College representatives to consider this study of our productive capacity and to represent the Department in carrying out any cooperative work relating thereto that is agreed upon as a result of the joint conference.

H. L. Manwaring, Production and Marketing Administration
R. W. Trullinger, Office of Experiment Stations
Paul V. Kepner, Extension Service
Carleton P. Barnes, Agricultural Research Administration
W. H. Larrimer, Forest Service
E. A. Norton, Soil Conservation Service
Phillip F. Aylesworth, Office of the Secretary
Sherman E. Johnson, Bureau of Agricultural Economics, Chairman

Charles L. Brannan
Secretary

COMMITTEES 2



UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.
DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

May 11, 1951

MEMORANDUM NO. 1394

Departmental Grass and Legume Seed Committee

Our increasing dependence on grasses and legumes in systems of farming which will provide sustained abundance in the United States is recognized. Along with this greater dependence on grasses and legumes comes the necessity of producing more grass and legume seeds and producing seed which will be better adapted to our needs. It is also important that seed of improved strains be used to better advantage in producing larger quantities of seed to supply our growing demands. Progress in breeding of improved grass and legume seeds and making them available in quantities for our agricultural use has not kept pace with similar activities in connection with other field crops.

The agencies of the Department can make a substantial contribution through their respective programs to meeting this demand. In doing so we will need to work closely with State Land Grant Colleges and private organizations interested in the development and supply of seed.

As a means of mobilizing the Department's efforts in the breeding of improved grasses and legumes and in the development of more adequate supplies of adapted seeds, I am appointing a Departmental Grass and Legume Seed Committee. The primary functions of this committee will be:

1. To review existing activities of the Department and to formulate and recommend a unified seed program for the Department. This would include research, education, and assistance which may be required to accomplish the objectives.
2. To estimate the quantities of various kinds and varieties of grass and legume seed required for a balanced agriculture.
3. To recommend action needed to achieve the desired production and secure its distribution.

The committee will report and make appropriate recommendations to the Departmental Grassland Committee.

The members of the committee will be:

D. F. Beard, Agricultural Research Administration, Chairman
A. J. Borton, Production and Marketing Administration
T. L. Ayers, alternate



MAY 11, 1931

MEMORANDUM NO. 1

Departmental Grass and Legume Seed Committee

Our increasing dependence on grasses and legumes in systems of farming which will provide sustained abundance in the United States is recognized. Along with this greater dependence on grasses and legumes comes the necessity of producing more grass and legume seeds and products. Seed of improved strains is used to better advantage in producing larger quantities of seed to supply our growing demand. Progress in breeding of improved grass and legume seeds and making them available in quantities for our agricultural use has not kept pace with similar activities in connection with other field crops.

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2. To estimate the quantities of various kinds and varieties of grass and legume seed required for a balanced agriculture.

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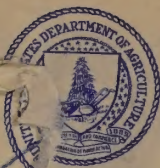
E. R. Beard, Agricultural Research Administration, Chairman
A. J. Borson, Production and Marketing Administration
T. L. Ayres, Assistant

Grover F. Brown, Soil Conservation Service
J. A. Stallings, alternate
John M. Saunders, Extension Service
George C. Edler, Bureau of Agricultural Economics
O. L. Mims, alternate
W. R. Chapline, Forest Service

Charles F. Brannan
Secretary

Grover F. Brown, Soil Conservation Service
J. A. Stallings, Alternate
John M. Saunders, Extension Service
George C. Miller, Bureau of Agricultural Economics
O. E. Sims, Alternate
W. R. Chapline, Forest Service

Secretary



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

October 5 1954

Memorandum No. 1294 *Revision 1*

Departmental Grass and Legume Seed Committee

As improved varieties of grass and legume seeds are developed, it is important that farmers and ranchers learn about them promptly and that steps be taken to insure that supplies are available to meet national needs. This has a direct bearing upon both efficiency of livestock production and success in attaining our conservation goals and thus vitally affects national agricultural welfare.

In order to help bring together knowledge and experience within the Department relating to this problem, the Departmental Grass and Legume Seed Committee is hereby reconstituted, with the following membership:

D. F. Beard, Agricultural Research Service, Chairman
Thomas L. Ayers, Agricultural Conservation Program Service
Arnold S. Dahl, Commodity Stabilization Service
George C. Edler, Agricultural Marketing Service
Joseph F. Pechanec, Forest Service
John M. Saunders, Federal Extension Service
A. D. Stoesz, Soil Conservation Service

Under the general direction of the Assistant Secretary for Federal-State Relations and in cooperation with the Land Grant Colleges and Universities, the committee will give study to and develop recommendations on the following matters:

1. Means of bringing improved varieties of grass and legume seed to the attention of farmers, ranchers, and seed producers.
2. Methods of insuring adequate and readily available supplies, on a sustained basis, of improved varieties of grass and legume seeds.

Memorandum No. 1294 of May 11, 1951, is hereby canceled.

J. Earl Coke
J. Earl Coke
Assistant Secretary

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

May 11, 1921

Memorandum No. 1294

Departmental Grass and Legume Seed Committee

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In order to help bring together knowledge and experience within the Department relating to this problem, the Departmental Grass and Legume Seed Committee is hereby reconstituted, with the following membership:

- W. E. Beard, Agricultural Research Service, Chairman
- Thomas J. Ayres, Agricultural Conservation Program Service
- Arnold S. Bell, Commodity Stabilization Service
- George C. Keller, Agricultural Marketing Service
- Joseph F. Buchanan, Forest Service
- John H. Saunders, Federal Extension Service
- W. D. Brown, Soil Conservation Service

Under the general direction of the Assistant Secretary for Federal-State Relations and in cooperation with the Land Grant Colleges and Universities, the committee will give study to and develop recommendations on the following matters:

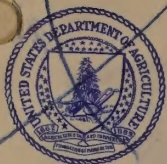
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Memorandum No. 1294 of May 11, 1921, is hereby cancelled.

[Handwritten signature]
 W. E. Beard
 Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



May 11, 1951

MEMORANDUM NO. 1295

Departmental Grassland Committee

The grassland program now being carried out as a cooperative project by the Land Grant Colleges and the agencies of the Department of Agriculture is an important part of our effort in producing necessary food and other agricultural products in support of the mobilization effort. Greatly increased production can come from a large proportion of the acreage now devoted to grass by the use of proper management and other practices.

As a means of assisting in the maximum contribution to the program by Department agencies through the existing or modified programs, there is hereby established a Departmental Grassland Committee. This committee shall have the responsibility of cooperatively developing ways in which the Department can contribute to the accomplishment of the objectives of the program. The several agencies of the Department having a contribution to make will keep the members of the committee advised as to their progress and problems to the end that each of the programs may complement each other and the maximum progress be made. The committee will also develop information for the Department members of the Grassland Steering Committee to aid in the development of the National program. The committee is authorized to name working groups or subcommittees as may be required to carry out its functions.

The members of the committee are:

W. A. Minor, Chairman, Office of the Secretary
Don J. Lehman, Secretary, Office of the Secretary
R. L. Webster, Office of Information
T. L. Ayers, Production and Marketing Administration, ACP Branch
A. J. Borton, Production and Marketing Administration, Gr. Branch
Grover F. Brown, Soil Conservation Service
Fred G. Renner, Soil Conservation Service
A. Clark Tate, Farmers Home Administration
Ralph U. Battles, Farm Credit Administration
Sherman E. Johnson, Bureau of Agricultural Economics
Paul V. Kepner, Extension Service
W. R. Chapline, Forest Service
W. M. Myers, Agricultural Research Administration, BPISAE
Ralph E. Hodgson, Agricultural Research Administration, BDI
T. C. Byerly, Agricultural Research Administration, BAI
H. C. Knoblauch, Agricultural Research Administration, OES

Charles F. Brannan
Secretary

COMMITTEES 2

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

MEMORANDUM NO.

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 Fred G. Renner, Soil Conservation Service
 A. Clark Tate, Farmers Home Administration
 Ralph U. Battles, Farm Credit Administration
 Sherman E. Johnson, Bureau of Agricultural Economics
 Paul V. Knapton, Extension Service
 W. R. Chappin, Forest Service
 W. M. Myers, Agricultural Research Administration, BRISAS
 Ralph E. Hodgeson, Agricultural Research Administration, RRI
 T. C. Perry, Agricultural Research Administration, BAI
 W. C. Knabman, Agricultural Research Administration, GRS

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.



DEPARTMENT OF AGRICULTURE
WASHINGTON

May 14, 1951

MEMORANDUM NO. 1296

Paper Conservation

The urgent need for conservation of paper and paper products has been brought to the attention of the Department in Budget Bureau Circular No. A-43, dated April 19, 1951. The text of the circular is reproduced on the reverse of this memorandum. The attachment mentioned in Circular A-43 is necessarily being given a limited distribution.

It must be anticipated that strict economy in all uses of paper will become increasingly important to the national effort in the months ahead. In order to permit effective coordination of the departmental program, each agency or bureau is asked to assign to Key Management Representatives appropriate authority to integrate agency controls. The Key Management Representatives will be expected to consult with departmental staff offices as various phases of the paper conservation program develop. The staff offices directly concerned are:

Office of Information
Office of Plant and Operations
Office of Budget and Finance

The program will encompass the procurement, stocking and use of paper and also paper salvage measures.

Key Management Representatives are requested to submit to the Director of Finance prior to June 4, 1951, a concise statement of existing controls and a brief account of measures which can be devised within the agency to most effectively meet the general objective. This material will be used in preparing for the Department a consolidated report to the Bureau of the Budget as required by Budget Bureau Circular No. A-43.

Administrative regulations of the Department and procedural policies within agencies already afford a basic framework for an action program, but it is essential that these be critically reexamined in terms of tangible results and the possible need for further strengthening and implementation. I am confident that all agencies and bureaus will join in maintaining high departmental standards by carrying out this important program in a continuing day-to-day effort.

H. T. Hutchinson

Assistant Secretary

PAPER

DEPARTMENT OF AGRICULTURE

WASHINGTON

May 14, 1951

MEMORANDUM NO. 1

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The program will encompass the procurement, stocking and use of paper and also paper savings measures.

Key Management Representatives are requested to submit to the Director of Finance prior to June 1, 1951, a concise statement of existing controls and a brief account of measures which can be devised within the agency to most effectively meet the general objective. This material will be used in preparing for the Department a consolidated report to the Bureau of the Budget as required by Budget Bureau Circular No. A-43.

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Assistant Secretary

WAPK

EXECUTIVE OFFICE OF THE PRESIDENT

BUREAU OF THE BUDGET

WASHINGTON 25, D. C.

April 19, 1951

CIRCULAR NO. A-43

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Paper conservation

1. Purpose. This Circular is promulgated to promote the conservation of paper and paper products in the operations of each department and establishment. The General Services Administration, in its issuance of regulations requiring the establishment of Inventory Levels and Replacement Standards (Personal Property Management Regulation No. 2, August 24, 1950), listed paper as one of the strategic and critical materials and provided for the submission of certain reports of operations to conserve critical materials. Since paper is a critical item, its conservation is important. This Circular, therefore, requests each Federal department and establishment to examine its provisions for paper control and to strengthen these controls in order to effect a reduction in the use of paper and thereby also bring about increased efficiency and economy in agency operations.

2. Action by departments and establishments. Each department and establishment should establish effective control of the procurement and use of paper and paper products. Attached to this Circular is "A Guide for Management of the Procurement, Use and Salvage of Paper and Paper Products." This Guide is designed for the use of agency heads in instituting improvements which will reduce paper use.

3. Suggestions for placement of responsibility for exercising controls. To achieve better management of paper, it is necessary that adequate authority and responsibility be given to specific individuals or to a central service to permit prompt and efficient action. It is recommended that such authority be given to an individual or to a central unit within the agency to cover all aspects of the paper program. In some agencies, however, it may be necessary or desirable to delegate this authority along other organizational lines. Those designated should have the unqualified support of the head of the agency.

4. Reporting. Each agency will report to the Bureau of the Budget on or before June 15, 1951 what actions have been taken to effectuate the paper conservation measures as outlined in this Circular and accompanying Guide. This report which will cover the period from January 1, 1951 to June 1, 1951, will be submitted to the Bureau in duplicate. In addition, each agency will be prepared to discuss with staff members of the Bureau of the Budget or the General Services Administration the methods used and achievements obtained in the effort to conserve paper.

FREDERICK J. LAWTON
Director

Attachment

(No. A-43)

The Journal of the American Medical Association is a publication of the American Medical Association, a national organization of physicians and surgeons. It is the only medical journal published in the United States which is read by the majority of the medical profession. The Journal is published weekly, except during the summer months when it is published bi-weekly. It contains a wealth of information on the latest developments in medicine, surgery, and the allied sciences. It is a valuable source of information for the physician and surgeon, and is a must-read for all who are interested in the progress of the medical profession.

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UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

~~UNITED STATES DEPARTMENT OF AGRICULTURE~~
~~Office of the Secretary~~
~~Washington 25, D. C.~~

June 14, 1951

MEMORANDUM NO. 1297

Double # →
Initial Caps →
Triple # →
USDA Field Committee for the
NEW ENGLAND, NEW YORK REGION

The President, in H. D. 597, 81st Congress, 2nd Session, relative to H. R. 5472 recognized the need for a multiple-purpose resource development program in the New England-New York regional area. He stated his intention to instruct the appropriate Federal agencies to work together and with the States in preparing as much of a combined resource development plan for that area as existing law will permit. To implement this activity, the President, on October 9, 1950, sent a letter to the Secretary of Agriculture and other Federal Agency Heads setting forth the objectives and guidelines for the program and requesting that an inter-agency committee be organized to make a comprehensive survey of the region's resources, with recommendations for their development, utilization, and conservation.

Pursuant to the President's request, there has been established, by the Federal Inter-Agency River Basin Committee, by resolution on October 27, 1950, the New England-New York Inter-Agency Committee. The purpose of this Committee is to implement the policies and purposes of the Federal Inter-Agency River Basin Committee by providing a means through which field representatives of the participating Federal agencies may effectively interchange information and coordinate their activities among themselves and with those of the States in the investigation and preparation of a report covering the water resources and related land resources of the New England-New York Region.

This Department will participate in the investigations and development of a comprehensive plan for these basins. As one step in that direction there is hereby established a USDA Field Committee for the New England-New York Region.

The functions of the Committee will be to advise and assist (a) in: coordinating multiple-purpose activities of the Department in the region; (b) in formulating and implementing an integrated agricultural program for the region; (c) in facilitating effective working relationships with the Land Grant Colleges, other State and local agencies and groups, and with the Field Representatives of other Federal agencies; (d) in planning the Department's participation in the development of a comprehensive plan and in the New England-New York Inter-Agency Committee activities; and (e) in furnishing information for the public relating to agricultural work now being done or proposed in the region. The broad function of the Committee is in the area of program coordination and development. It will not supersede the administrative responsibilities of the agencies.

COMMITTEES 5-5

June 14, 1951

MEMORANDUM NO. 121

USDA Field Committee for the
NEW ENGLAND-NEW YORK REGION

The President, in H. R. 297, 81st Congress, 2nd Session, relative to H. R. 2125 recognized the need for a multiple-purpose resource development program in the New England-New York regional area. He stated his intention to instruct the appropriate Federal agencies to work together and with the States in preparing as much of a combined resource development plan for that area as existing law will permit. To implement this activity, the President, on October 9, 1950, sent a letter to the Secretary of Agriculture and other Federal Agency heads setting forth the objectives and guidelines for the program and requesting that an inter-agency committee be organized to make a comprehensive survey of the region's resources, with recommendations for their development, utilization and conservation.

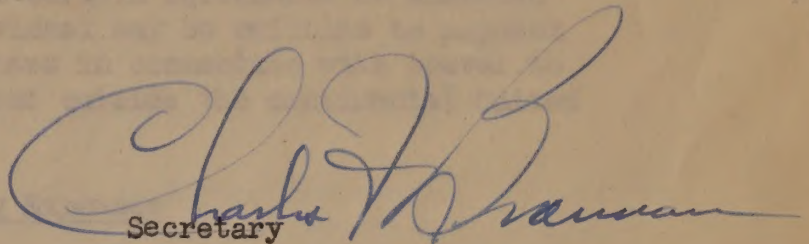
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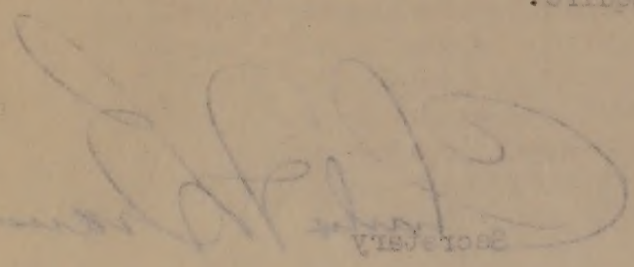
The ~~Committee~~ will be composed of the Secretary's Field Representative, who will serve as chairman, and a representative from each of the following agencies: Agricultural Research Administration; Bureau of Agricultural Economics; Extension Service; Farm Credit Administration; Farmers Home Administration; Forest Service; Production and Marketing Administration; Rural Electrification Administration; and Soil Conservation Service. The ~~Committee~~ will be continued in existence throughout the period of development of a comprehensive plan and as long thereafter as the Secretary deems advisable.

The ~~Head~~ of each of these bureaus and agencies is authorized and requested to designate a representative who will act as a member of the ~~Committee~~ in performing its functions. Each member will be expected to spend such time, at such locations, as the activities of the ~~Committee~~ with respect to his particular bureau or agency may require.


Secretary

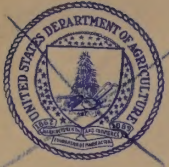
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Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



August 21, 1951

MEMORANDUM NO. 1298

Agreements and Conditions for Assignment of
Persons to Posts of Duty Outside the Continental United States

This memorandum is issued pursuant to Sections 1 and 7 of the Administrative Expenses Act of 1946, as amended by Public Law 830, 81st Congress, which requires that certain agreements be executed and conditions met before an individual may be entitled to payment of travel and transportation expenses in connection with travel to and return from a post of assignment outside the continental United States.

Outgoing Expenses

Persons selected for appointment and employees transferred to posts of duty outside the continental United States may be authorized expenses of travel and transportation to such posts provided the individual agrees, in writing, to remain in the Government service for at least 12 months following his appointment or transfer, unless such individual is separated for reasons beyond his control and acceptable to the Department.

In case an individual violates such agreement, any moneys expended by the United States on account of travel and transportation to the post shall be recoverable from the individual concerned as a debt due the United States.

Return Expenses Upon Separation

In accordance with the provisions of Section 7, relating to travel and transportation expenses, it is required that an individual selected for service outside the continental United States serve a two year period before he is entitled to return expenses upon separation from the service, except as follows:

1. For employees assigned to Mexico in connection with the foot-and-mouth disease eradication program, a one year period is prescribed;
2. For employees assigned to posts outside the continental United States whenever the interests of the Government may be better served by requiring

AUTHORIZATIONS

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



August 11, 1921

MEMORANDUM FOR THE SECRETARY

A statement of the Department of Agriculture
relative to the cost of travel outside the continental United States

This statement is issued pursuant to Section 1 and 7 of the
Administrative Expenses Act of 1916, as amended by Public Law 350,
which requires that certain expenses be accounted for
and certified to the House of Representatives in connection with travel
of travel and transportation expenses in connection with travel to
and return from a post of assignment outside the continental United
States.

Outgoing expenses

Persons related for agricultural and engineering purposes to posts
of duty outside the continental United States may be authorized
expenses of travel and transportation in such posts provided the
individual agrees, in writing, to render in the Department service
for at least 12 months following his appointment or transfer, which
such individual is required for reasons beyond his control and
according to the Department.

In case an individual violates such agreement, any money expended
by the United States on account of travel and transportation to the
post shall be recoverable from the individual concerned as a debt
due the United States.

Return Expenses Upon Reassignment

In accordance with the provisions of Section 7, relating to travel
and transportation expenses, it is provided that an individual
reassigned for service outside the continental United States before a
two year period before he is entitled to return expenses upon
reassignment to his service, except as follows:

1. Persons assigned to posts in connection
with the foot-and-mouth disease eradication
service, a one year period is provided;
2. Persons assigned to posts outside the
continental United States whenever the interests
of the Government may be better served by requiring

them to serve a shorter or longer period than the two years prescribed above and who are not covered by the conditions stated in paragraph 1 above; heads of agencies may, prior to the assignment of the individual and with the advance approval of the Secretary, require the individual to serve for a specific period not less than one year nor in excess of three years.

Return travel and transportation expenses shall not be allowed in the event an individual does not remain in the Government service for the specified period of time unless the separation is for reasons beyond the control of the individual and acceptable to the Department. When the return of the employee is in the interest of the Government (i.e. for change of official station, completion of assignment, etc.), the return travel and transportation expenses shall be allowed.

In computing the allowable service for employees now abroad, all service on or after September 23, 1950, may be counted as creditable service.

C. J. McCormick
Under Secretary

them to serve a shorter or longer period than the two years prescribed above and who are not covered by the conditions stated in paragraph 1 above; heads of agencies may, prior to the assignment of the individual and with the advance approval of the Secretary, require the individual to serve for a specific period not less than one year nor in excess of three years.

Return travel and transportation expenses shall not be allowed in the event an individual does not remain in the Government service for the specified period of time unless the separation is for reasons beyond the control of the individual and acceptable to the Department. When the return of the employee is in the interest of the Government (i.e., for change of official station, completion of assignment, etc.), the return travel and transportation expenses shall be allowed.

In computing the allowable service for employees now abroad, all service on or after September 22, 1950, may be counted as creditable service.

Under Secretary

Establishing a Department Nutrition Committee

The U. S. Department of Agriculture has responsibility for the Nation's food, including mobilization for food production, processing, and distribution in this period of national emergency (Executive Orders 10161 and 10200) and the coordination of nutrition services made available by Federal, State, and other agencies (Executive Order 9310). The Department is concerned both with articles of food as commodities and with food as the basis for the nutrition of people.

In order to facilitate the discharge of these responsibilities, there is hereby established a Department Nutrition Committee.

I. Functions of the Nutrition Committee:

- ✓ a 1. To act as a central point of reference on matters related to human nutrition that are of concern to more than one agency of the Department.
- ✓ 2. To bring about close working relationships among Departmental groups concerned with research and education in nutrition and with nutritional aspects of other programs; such as, school lunch, food distribution, and production planning.
- ✓ 3. To appraise the nutritional implications of current Departmental programs and to make recommendations concerning research, dissemination of information, and operations to promote improvements in nutrition.
- ✓ 4. To consider reports on the food and nutrition situation and outlook, and make appropriate recommendations for programs.
- ✓ 5. To maintain liaison with other groups or agencies concerned with nutrition, including the Interagency Committee on Nutrition Education and School Lunch, the National Research Council's Food and Nutrition Board, and the U. S. Public Health Service.

2 II. Membership

- ✓ 1. The membership of the Department Nutrition Committee shall be:

Hazel K. Stiebeling, Chief, HNHE-ARA
E. C. Elting, Associate Chief, OES-ARA
Raub Snyder, Asst. Administrator for Production, PMA
L. K. Trainer, Dir., Food Distribution Branch, PMA
M. L. Wilson, Director of Extension
F. F. Elliott, Associate Chief, BAE

- ✓ 2. The Chairman of the Committee shall be chosen by the Committee.

3 III. General Policy

✓ On general policy and procedural matters pertaining to the work of the Committee, the Committee Chairman shall report to and consult with the Assistant Secretary.

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III. General Policy

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F. T. Elliott, Associate Chief, BAE
 M. L. Wilson, Director of Extension
 L. K. Trainer, Dir., Food Distribution Branch, FRI
 Ralph Snyder, Asst. Administrator for Production, FRI
 E. C. King, Associate Chief, OES-ARA
 Hazel K. Stiebeling, Chief, FRI-ARA

2. The membership of the Department Nutrition Committee shall be:

IV. Membership

1. To maintain liaison with other groups or agencies concerned with nutrition, including the Interagency Committee on Nutrition, Education and School Lunch, the National Research Council's Food and Nutrition Board, and the U. S. Public Health Service.

2. To consider reports on the food and nutrition situation and outlook, and make appropriate recommendations for programs.

3. To appraise the nutritional implications of current Departmental programs and to make recommendations concerning research, dissemination of information, and operations to promote improvements in nutrition.

4. To bring about close working relationships among Departmental groups concerned with research and education in nutrition and with nutritional aspects of other programs, such as, school lunch, food distribution, and production planning.

5. To act as a central point of reference on matters related to human nutrition that are of concern to more than one agency of the Department.

V. Functions of the Nutrition Committee:

In order to facilitate the discharge of these responsibilities, there is hereby established a Department Nutrition Committee.

The U. S. Department of Agriculture has responsibility for the Nation's food, including mobilization for food production, processing, and distribution in this period of national emergency (Executive Order 10161 and 10200) and the coordination of nutrition services made available by Federal, State, and other agencies (Executive Order 9310). The Department is concerned both with articles of food as commodities and with food as the basis for the nutrition of people.

Establishing a Department Nutrition Committee



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

June 9 1954

MEMORANDUM NO. 1299, REVISION 1

Department Nutrition Committee

In order to facilitate the discharge of the Department's responsibilities with respect to food and nutrition, there is hereby established a Department Nutrition Committee. The functions of the Committee will include the following:

1. To act as a central point of reference on matters related to human nutrition that are of concern to more than one agency of the Department.
2. To bring about close working relationships among Departmental groups concerned with research and education in nutrition and with nutritional aspects of other programs, such as school lunch, food distribution, and food production.
3. To appraise the nutritional implications of current Departmental programs and to make recommendations concerning research, dissemination of information, and operations to promote improvements in nutrition.
4. To consider reports on the food and nutrition situation and outlook, and make appropriate recommendations for programs.
5. To maintain liaison with other groups or agencies concerned with nutrition, including the Interagency Committee on Nutrition Education and School Lunch, the National Research Council's Food and Nutrition Board, and the U. S. Public Health Service.

The membership of the Committee shall be:

Hazel K. Stiebeling, Director, Human Nutrition and Home Economics Research, ARS, Chairman

E. C. Elting, Deputy Assistant Administrator, Office of Experiment Stations, ARS

Frances Scudder, Director, Division of Home Economics Programs, FES

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

June 21, 1933

MEMORANDUM FOR THE SECRETARY

Department Nutrition Committee

In order to facilitate the discharge of the Department's responsibility in the field of nutrition, the Department has organized a Department Nutrition Committee. The functions of this Committee will include the following:

1. To act as a central point of reference on matters relating to human nutrition that are of interest to more than one agency in the Department.
2. To bring about close working relationships among the various central groups concerned with research and education in nutrition and with practical aspects of other programs, such as school lunch, food distribution, and food inspection.
3. To coordinate the nutritional activities of all central and non-central groups and to make recommendations regarding research, distribution of information, and general public information in nutrition.
4. To coordinate research on the food and nutrition situation in this country and in other countries.
5. To maintain liaison with other groups in agencies concerned with nutrition, including the International Union of Nutritional Sciences and the Food and Nutrition Board, the National Research Council, and the National Academy of Sciences.

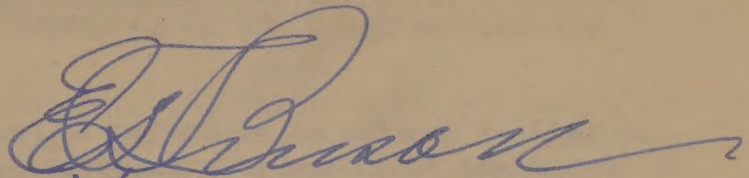
The membership of the Committee shall be:

Chairman: Dr. W. H. Murray, Bureau of Nutrition and Home Economics
Secretary: Mr. J. H. Anderson
Members: Mr. J. H. Anderson, Assistant Administrator, Office of Nutrition
Mr. J. H. Anderson, Director, Division of Nutrition Program, etc.

Frederick V. Waugh, Director, Agricultural Economics Division,
AMS

Leonard R. Trainer, Director, Food Distribution Division, AMS

Richard B. Bridgforth, Assistant Deputy Administrator for
Production and Adjustment, CSS


Secretary

Frederick V. Waugh, Director, Agricultural Economics Division,
AMS
Lawrence A. Trainor, Director, Food Distribution Division, AMS
Richard S. Whitford, Assistant Deputy Administrator for
Production and Adjustment, CSS


Secretary

November 23, 1956

MEMORANDUM NO. 1299 *Rev. 2*

Department Nutrition Committee

In order to facilitate the discharge of the Department's responsibilities with respect to food and nutrition, there was established by Secretary's Memorandum No. 1299 of September 24, 1951, a Department Nutrition Committee. The functions of the Committee include the following:

In order to facilitate the discharge of the Department's responsibilities with respect to food and nutrition, there was established by Secretary's Memorandum No. 1299 of September 24, 1951, a Department Nutrition Committee. The functions of the Committee include the following:

1. To act as a central point of reference on matters related to human nutrition that are of concern to more than one agency of the Department.
2. To bring about close working relationships among Departmental groups concerned with research and education in nutrition and with nutritional aspects of other programs, such as school lunch, food distribution, and food production.
3. To appraise the nutritional implications of current Departmental programs and to make recommendations concerning research, dissemination of information, and operations to promote improvements in nutrition.
4. To consider reports on the food and nutrition situation and outlook, and make appropriate recommendations for programs.
5. To maintain liaison with other groups or agencies concerned with nutrition, including the Interagency Committee on Nutrition Education and School Lunch, the National Research Council's Food and Nutrition Board, and the U. S. Public Health Service.

The membership of the Committee is as follows:

Hazel K. Stiebeling, Director, Home Economics Research, ARS,
Chairman

E. C. Elting, Deputy Administrator for Experiment Stations, ARS

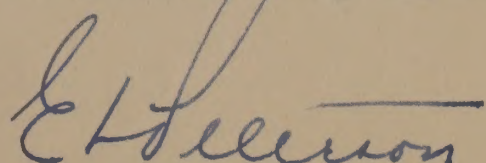
Frances Scudder, Director, Division of Home Economics Programs, FES

Frederick V. Waugh, Director, Agricultural Economics Division, AMS

Howard P. Davis, Deputy Director, Food Distribution Division, AMS

Richard B. Bridgforth, Assistant Deputy Administrator, Production
Adjustment, CSS

This supersedes Secretary's Memorandum 1299, Revision 1, of June 9, 1954.



E. L. Peterson
Assistant Secretary

November 1, 1955

MEMORANDUM FOR THE SECRETARY
12-17-55

Department of Health, Education and Welfare

In order to facilitate the exchange of information between the Department of Health, Education and Welfare and the various Federal agencies, it is requested that you advise the Department of the following:

1. To set up a central point of contact in the Department of Health, Education and Welfare to receive and disseminate information from the various Federal agencies.
2. To bring about closer working relationships among the various Federal agencies concerned with research and education in the field of health, education, and social welfare.
3. To conduct the research and information program in the Department of Health, Education and Welfare in cooperation with the various Federal agencies.
4. To conduct research on the food and nutrition problems of the Nation, and make appropriate recommendations for the improvement of the food and nutrition situation.
5. To maintain liaison with other groups or agencies concerned with nutrition, including the National Academy of Sciences, the National Research Council, the National Institute of Health, the National Institute of Mental Health, the National Institute of Child Health and Human Development, and the U. S. Public Health Service.

The membership of the Committee is as follows:

- Dr. H. H. Stetson, Director, Bureau of Nutrition, Research, and Statistics, U. S. Department of Health, Education and Welfare, Chairman
- Dr. J. H. Tamm, Deputy Administrator for Research and Statistics, U. S. Department of Health, Education and Welfare, Vice Chairman
- Dr. W. V. Latta, Director, National Research Council, U. S. National Academy of Sciences, Secretary
- Dr. J. H. Tamm, Deputy Director, Food Distribution Division, U. S. Department of Agriculture, Member
- Dr. J. H. Tamm, Deputy Director, Food Distribution Division, U. S. Department of Agriculture, Member
- Dr. J. H. Tamm, Deputy Director, Food Distribution Division, U. S. Department of Agriculture, Member

This memorandum is being submitted to the Secretary of Health, Education and Welfare, on November 1, 1955.

[Signature]
J. H. Tamm
Deputy Administrator for Research and Statistics
U. S. Department of Health, Education and Welfare

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

August 8 1962

MEMORANDUM NO. 1299, ~~REVISION 3~~

Department Nutrition Committee

In order to facilitate the discharge of the Department's responsibilities with respect to food and nutrition, there was established by Secretary's Memorandum No. 1299 of September 24, 1951, a Department Nutrition Committee. The functions of the Committee include the following:

1. To act as a central point of reference on matters related to human nutrition that are of concern to more than one agency of the Department.
2. To bring about close working relationships among Departmental groups concerned with research and education in nutrition and with nutritional aspects of other programs, such as school lunch, food distribution, and food production.
3. To appraise the nutritional implications of current Departmental programs and to make recommendations concerning research, dissemination of information, and operations to promote improvements in nutrition.
4. To consider reports on the food and nutrition situation and outlook, and to make appropriate recommendations for programs.
5. To maintain liaison with other groups or agencies concerned with nutrition, including the Interagency Committee on Nutrition Education, the National Research Council's Food and Nutrition Board, several agencies of the U.S. Department of Health, Education, and Welfare, and the US-FAO Interagency Committee.

The membership of the Committee is as follows:

Hazel K. Stiebeling, Deputy Administrator for Nutrition and Consumer-use Research, ARS, Chairman

T. C. Byerly, Administrator for the Cooperative State Experiment Station Service

Eunice Heywood, Director, Division of Home Economics Programs, FES

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

August 8, 1962

MEMORANDUM NO. 1299, REVISED

Department Nutrition Committee

In order to facilitate the discharge of the Department's responsibilities with respect to food and nutrition, there was established by Secretary's Memorandum No. 1299 of September 24, 1951, a Department Nutrition Committee. The functions of the Committee include the following:

1. To act as a central point of reference on matters related to human nutrition that are of concern to more than one agency of the Department.
2. To bring about close working relationships among Departmental groups concerned with research and education in nutrition and with nutritional aspects of other programs, such as school lunch, food distribution, and food production.
3. To appraise the nutritional implications of current Departmental programs and to make recommendations concerning research, dissemination of information, and operations to promote improvements in nutrition.
4. To consider reports on the food and nutrition situation and outlook, and to make appropriate recommendations for programs.
5. To maintain liaison with other groups or agencies concerned with nutrition, including the Interagency Committee on Nutrition Education, the National Research Council's Food and Nutrition Board, several agencies of the U.S. Department of Health, Education, and Welfare, and the US-FAO Interagency Committee.

The membership of the Committee is as follows:

Hazel K. Stiebeling, Deputy Administrator for Nutrition and Consumer-use Research, ARS, Chairman
T. C. Byerly, Administrator for the Cooperative State Experiment Station Service

Eunice Heywood, Director, Division of Home Economics Programs, FES

Frederick V. Waugh, Director, Economic and Statistical Analysis
Division, ERS

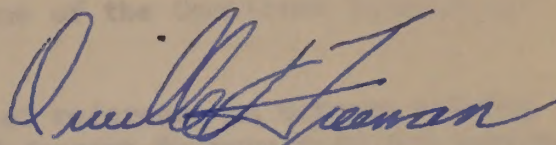
Howard P. Davis, Director, Food Distribution Division, AMS

Richard B. Bridgforth, Assistant to Administrator (Defense Activities)
ASCS

This supersedes Secretary's Memorandum No. 1299, Revision 2, of November 23, 1956.

In order to facilitate the coordination of the various activities of the Department with respect to food and nutrition, there is hereby established a Committee on Food and Nutrition. The Committee shall be composed of the following:

1. To act as a central point of contact for all matters relating to food and nutrition of the Department.



Orville L. Freeman

SECRETARY

2. To bring about close working relationships among the various groups concerned with research and education in nutrition and the nutritional aspects of other programs, such as health, food, food distribution, and food production.

3. To appraise the nutritive value of various food products, to disseminate information, and to coordinate the various activities in nutrition.

4. To coordinate reports on the food and nutrition situation, and to make appropriate recommendations to the Secretary.

5. To coordinate relations with other groups or agencies, including the International Commission on Nutrition, the National Research Council's Food and Nutrition Board, principal agencies of the U. S. Department of Health, Education, and Welfare, and the United Nations Committee on Nutrition.

The membership of the Committee is as follows:

Paul H. Rayburn, Assistant Administrator, ERS, Chairman

T. C. Egan, Administrator, Department of Health, Education, and Welfare, Secretary

Frederick V. Waugh, Director, Economic and Statistical Analysis
Division, ERS

Howard P. Davis, Director, Food Distribution Division, AMS

Richard A. Bridgforth, Assistant to Administrator (Defense Activities)
ACCS

This superseded Secretary's Memorandum No. 1299, Revision 2, of November 23,
1956.



G. L. Tamm

Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

August 22 1963

MEMORANDUM NO. 1299, Revised
Department Nutrition Committee

In order to facilitate the discharge of the Department's responsibilities with respect to food and nutrition, there was established by Secretary's Memorandum No. 1299 of September 24, 1951, a Department Nutrition Committee. The functions of the Committee include the following:

1. To act as a central point of reference on matters related to human nutrition that are of concern to more than one agency of the Department.
2. To bring about close working relationships among Departmental groups concerned with research and education in nutrition and with nutritional aspects of other programs, such as school lunch, food distribution, and food production.
3. To appraise the nutritional implications of current Departmental programs and to make recommendations concerning research, dissemination of information, and operations to promote improvements in nutrition.
4. To consider reports on the food and nutrition situation and outlook, and to make appropriate recommendations for programs.
5. To maintain liaison with other groups or agencies concerned with nutrition, including the Interagency Committee on Nutrition Education, the National Research Council's Food and Nutrition Board, several agencies of the U. S. Department of Health, Education, and Welfare, and the US-FAO Interagency Committee.

The membership of the Committee is as follows:

Ruth M. Leverton, Assistant Administrator, ARS, Chairman

T. C. Byerly, Administrator, Cooperative State Experiment
Station Service

COMMITTEES (Nutrition, Dept.)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

August 22, 1953

Department Nutrition Committee

MEMORANDUM NO. 1297

In order to facilitate the discharge of the Department's responsibilities with respect to food and nutrition, there was established by Secretary's Memorandum No. 1299 of September 24, 1951, a Department Nutrition Committee. The functions of the Committee include the following:

1. To act as a central point of reference on matters related to human nutrition that are of concern to more than one agency of the Department.
2. To bring about close working relationships among Departmental groups concerned with research and education in nutrition and with nutritional aspects of other programs, such as school lunch, food distribution, and food production.
3. To appraise the nutritional implications of current Departmental programs and to make recommendations concerning research, dissemination of information, and operations to promote improvements in nutrition.
4. To consider reports on the food and nutrition situation and outlook, and to make appropriate recommendations for programs.
5. To maintain liaison with other groups or agencies concerned with nutrition, including the Interagency Committee on Nutrition Education, the National Research Council's Food and Nutrition Board, several agencies of the U. S. Department of Health, Education, and Welfare, and the US-FAO Interagency Committee.

The membership of the Committee is as follows:

Ruth M. Leverton, Assistant Administrator, ARS, Chairman
T. C. Byerly, Administrator, Cooperative State Experiment
Station Service

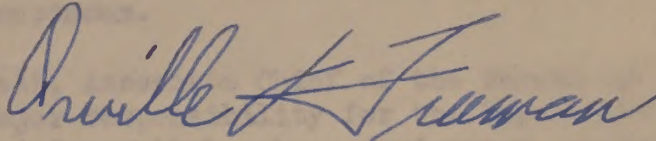
Margaret C. Browne, Director, Division of Home Economics
Programs, FES

James P. Cavin, Director, Economic and Statistical Analysis
Division, ERS

Howard P. Davis, Director, Food Distribution Division, AMS

Edward Karpoff, Policy and Program Appraisal Division, ASCS

This supersedes Secretary's Memorandum No. 1299, Revised,
August 8, 1962.



Orville L. Freeman

SECRETARY

Margaret C. Browne, Director, Division of Home Economics
Programs, FRS

James P. Gavin, Director, Economic and Statistical Analysis
Division, ERS

Howard P. Davis, Director, Food Distribution Division, AMS

Edward Karloff, Policy and Program Appraisal Division, ASCE

This supersedes Secretary's Memorandum No. 1292, Revised,
August 8, 1962.



Orville L. Freeman
SECRETARY

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

September 25, 1951

MEMORANDUM NO. 1300

Historical Records of Defense Activities

At the request of the President, the Bureau of the Budget has asked the Department of Agriculture to institute a program to insure adequate documentation of the significant policy and administrative decisions affecting the mobilization program. The President's letter is printed on the back of this memorandum.

I am asking F. F. Elliott, Associate Chief of the Bureau of Agricultural Economics, to assume major responsibility for the Department's part in this program. Phillip Aylesworth has been designated to represent the Office of the Secretary in working with Dr. Elliott. The staff work, including the assembling of copies of selected documents, both classified and others, and interviewing administrative officials, will be carried out by the staff of the History Section of the Bureau of Agricultural Economics.

Dr. Elliott and his group will be calling on those concerned with the mobilization program to work out an effective arrangement for carrying out this assignment. We should give this work our full support.

Charles F. Brannan
Secretary

Attachment



over

WAR

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

RECORDS SECTION

Historical Records of the Department

At the request of the President, the Bureau of the Department of Agriculture is instituting a program to insure adequate documentation of the significant policy and administrative decisions affecting the mobilization program. The President's letter is printed on the back of this memorandum.

I am asking F. T. Elliott, Assistant Chief of the Bureau of Agricultural Economics, to assume major responsibility for the program in this program. Elliott has been designated to coordinate the Office of the Secretary in working with the various departments, including the reorganizing of copies of related documents, both classified and unclassified, and the review of administrative files. He will be assisted by the staff of the History Section of the Bureau of Agricultural Economics.

F. T. Elliott and his group will be calling on those concerned with the mobilization program to make one or more visits to the Department for carrying out this assignment. We should give this work our full attention.

Very truly,
Secretary

Attachment

UNITED STATES DEPARTMENT OF AGRICULTURE

Office of the Secretary

Washington 25, D. C.

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON



November 5, 1951

MEMORANDUM NO. 1301

Appointment of Dr. Hugh H. Bennett as Special Assistant
to the Secretary, and Dr. Robert M. Salter
as Chief, Soil Conservation Service

Dr. Hugh H. Bennett has been appointed Special Assistant to the Secretary on conservation and resource matters. Dr. Robert M. Salter, since 1942 Chief of the Bureau of Plant Industry, Soils, and Agricultural Engineering, has been appointed Chief of the Soil Conservation Service. These appointments will become effective November 13, 1951.

Charles W. Brauman
Secretary

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

MEMORANDUM NO. 1247

Assignment of Mr. Robert M. Walter as Special Assistant
to the Secretary, and Mr. Robert M. Walter
as Chief, Soil Conservation Service

Mr. Hugh H. Bennett has been appointed Special Assistant
to the Secretary on conservation and reclamation matters.
Mr. Robert M. Walter, since 1932 Chief of the Bureau of
Plant Industry, Entomology, and Agricultural Experimentation,
has been appointed Chief of the Soil Conservation Service.
These appointments will become effective November
15, 1934.

Robert M. Walter

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

November 30, 1951

MEMORANDUM NO. 1302

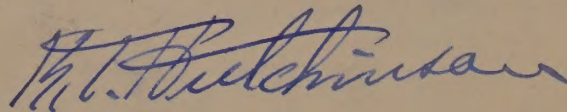
Committee on Neighbor Groups

In April and again in September of this year we discussed at Secretary's Staff Meeting the concept of neighbor groups and ways in which some of the agencies of the Department are working with these small groups of neighboring farmers.

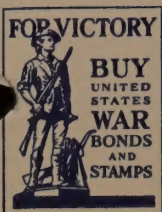
In order to explore this subject further and to facilitate interchange of information about ways in which some of our agencies are working with these groups, the following persons are designated as a study group:

W. A. Minor, Office of the Secretary, Chairman
Carl C. Taylor, Bureau of Agricultural Economics, Vice Chairman
E. A. Arneson, Federal Crop Insurance Corporation
Thomas L. Ayers, Production and Marketing Administration
Emory D. Burgess, Bureau of Entomology and Plant Quarantine, ARA
Mary L. Collings, Extension Service
E. R. Draheim, Office of Personnel
Kenneth M. Gapen, Office of Information
A. M. Hedge, Soil Conservation Service
R. E. Hodgson, Bureau of Dairy Industry, ARA
S. S. Landess, Farmers Home Administration
Dana Parkinson, Forest Service
H. S. Pringle, Rural Electrification Administration
Edward F. Seiller, Farm Credit Administration
Asa Winter, Bureau of Animal Industry, ARA

The group is asked to report to the Assistant Secretary.



Assistant Secretary



UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

MEMORANDUM NO. 1
Committee on Relations Group

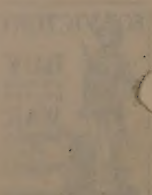
In April and again in September of this year we discussed at Secretary's Staff meetings the concept of subject groups and ways in which some of the agencies of the Department are working with these small groups of related subjects.

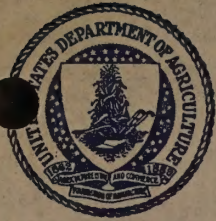
In order to explore this subject further and to facilitate interchange of information about ways in which some of our agencies are working with these groups, the following persons are designated as a study group:

- W. A. Harter, Office of the Secretary, Chairman
Curt E. Taylor, Bureau of Agricultural Economics, Vice Chairman
E. A. Arnesen, Federal Crop Insurance Corporation
Thomas E. Myers, Production and Marketing Administration
Henry C. Burdick, Bureau of Entomology and Plant Quarantine
Ray E. Collins, Extension Service
J. H. Campbell, Office of Inspection
Kenneth A. Cohen, Office of Information
A. A. Hodge, Soil Conservation Service
R. E. Hodgson, Bureau of Dairy Industry, ASA
E. S. Lammont, Bureau of Home Administration
Dana Parkinson, Forest Service
E. S. Pringle, Rural Electrification Administration
Edward F. Sellen, Farm Credit Administration
Ann Winter, Bureau of Animal Industry, ASA

The group is asked to report to the Assistant Secretary.

Secretary





DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.

December 10, 1951

MEMORANDUM NO. 1303

Committee to Study a Reporting System on
Field Locations of the Department

Recent experience with various legislative proposals and Congressional inquiries has demonstrated the need for a uniform, Department-wide basis of reporting the number of field offices and field locations. Because of the many types of programs and activities, this involves numerous problems, such as definition and classification of various types of locations. In view of the importance of having accurate information on this subject currently available, I am designating a committee to study the situation and make recommendations with respect to the instructions which should be issued in the Department to provide the desired report. The committee is requested to advise me from time to time of its progress.

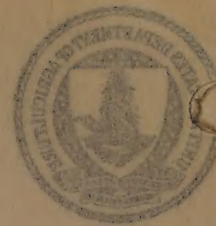
The membership of the committee is as follows:

ARA - E. L. Struttman
PMA - Robert W. Herder
FS - E. W. Loveridge
SCS - Francis R. Mangham
PERS - N. R. Bear
P&O - C. A. Salisbury
B&F - E. B. Collins, Chairman

A handwritten signature in blue ink, reading "T. F. Hutchinson".

Acting Secretary

DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.



December 10, 1931

MEMORANDUM NO. 1303

Committee to Study a Reporting System on
Field Locations of the Department

Recent experience with various legislative proposals and Congressional inquiries has demonstrated the need for a uniform, Department-wide basis of reporting the number of field offices and field locations. Because of the many types of programs and activities, this involves numerous problems, such as definition and classification of various types of locations. In view of the importance of having accurate information on this subject currently available, I am designating a committee to study the situation and make recommendations with respect to the instructions which should be issued in the Department to provide the desired report. The committee is requested to advise me from time to time of its progress.

The membership of the committee is as follows:

ARA - E. I. Stewart
PMA - Robert W. Herder
FS - E. W. Loveridge
SOS - Francis R. Mangum
PMB - H. R. Best
PAS - C. A. Salisbury
BAP - E. B. Collins, Chairman

[Signature]
Acting Secretary